# JOB DESCRIPTION:

**Title: Career Pathways Manager (CPM)**

**Role with Agency:** Member of the ABC ORGANIZATION Management Team

**Reports to:** Chief Program Officer

**Directly Supervises:** Career Pathways Coordinators

**Budgetary Responsibility:** Career Pathways and Post-secondary Education Budgets

**Employment Status:** Exempt from wage and hour laws

**Indices of Success:** Agency meets its annual goals for Corpsmember placement and employment retention; Career Pathways staff report high job satisfaction; Post-secondary education is leading Corpsmembers to their career and educational goals.

# Summary

The Career Pathways Manager (CPM) provides management oversight to all of ABC ORGANIZATION’s Career Pathways Programs. This position also oversees all post-secondary education planning for all ABC ORGANIZATION corpsmembers. The CPM works with ABC ORGANIZATION’s Management Team to develop a long-term plan for enhancing ABC ORGANIZATION’s Corpsmember development programs toward maximum effectiveness and outcomes. This position is also responsible for tracking the long-term success of corpsmembers and in the design and implementation of programs that will have impressive job placement results for ABC ORGANIZATION Corpsmembers.

The CPM is also actively involved in the Marin and Sonoma communities promoting ABC ORGANIZATION’s programs and linking with appropriate community resources and collaborative partners. This position is actively involved in fund development and reporting for career pathways. The CPM ensures that recordkeeping and tracking of Corpsmembers is up-to-date and relevant to show maximum success.

# SPECIFIC RESPONSIBILITIES (include but are not limited to)

**Post-High School Curriculum**

Formal education is a required part of every corpsmember’s experience at ABC ORGANIZATION. The CPM is responsible for making sure that all corpsmembers have an educational program that is appropriate for their educational level and their career goals. These programs are provided by ABC ORGANIZATION and other educational institutions. The CPM builds relationships with other education providers to ensure the best program for ABC ORGANIZATION’s corpsmembers. Responsibilities include:

* Develops an individual education plan for post-high school Corpsmembers.
* Designs and implements educational programs related to the students’ field experience and ensures that these programs are at an appropriate level for post-high school students.
* Forges strong relationships with other education providers such as colleges, universities, and trade schools to facilitate ABC ORGANIZATION’s Corpsmembers admission and successful completion of classes.
* Develops appropriate internships for corpsmembers to give them exposure to and experience in fields related to their career goals.

# Career Pathways

Each corpsmember develops a career and supporting educational plan when enrolling at ABC ORGANIZATION. Corpsmembers will know what steps need to be taken to achieve their goals. Each corpsmember will receive appropriate training and educational experiences that are related to their goals. When Corpsmembers are ready to be placed in education or jobs outside of ABC ORGANIZATION, they will receive assistance in successfully securing appropriate placements. ABC ORGANIZATION also tracks Corpsmember success for two years following enrollment at the Corps. CPM responsibilities include:

* Ensures that all departments work together effectively to develop placement-ready Corpsmembers
* Develops appropriate curriculum to teach Corpsmembers about career options, successful workplace readiness, and job search skills. Ensures all Corpsmembers receive ongoing job placement assistance to find the best job they are qualified for that relates to their career goals.
* Designs postsecondary pathways including college, apprenticeships, trade schools, etc. Ensures that adequate support is available to all Corpsmembers to successfully gain admission to appropriate programs.
* Builds positive relationships with community service providers to help Corpsmembers access needed support services.
* Builds relationships with local employers to understand their needs and make successful placements in their businesses.
* Develops relationships with trade apprenticeship programs and colleges to give corpsmembers the best advantage to access these programs.
* Provides ongoing training for Field Programs staff on Corpsmember development for career readiness.
* Serve as site administrator for ABC ORGANIZATION’s AmeriCorps Education Award Program (EAP) program; selects appropriate students in EAP, manages all enrollments and exits following all AmeriCorps procedures; creates and maintains all member files and documentation, complete all reports.

# Youth Education and Employment Services (YEES) & Sonoma County Youth Ecology Corps (SCYEC) Program

* Administer ABC ORGANIZATION’s YEES contract
* Serve as point person for all correspondence, meetings, and reports
* Coordinate with the Natural Resources Manager to administer the SCYEC contract
* Ensure that all contract obligations are met, including: SCYEC summer program outreach, eligibility, hiring and file maintenance; SCYEC education days and Gallery Walk; YEES year- round and follow-up services; YEES file maintenance and year-round crew education days.

# General Management

* Actively participates in fund development for Career Pathways programs including writing proposals and work plans as needed.
* Develops and oversees the relevant budgets to ensure revenues and expenses are in line.
* Ensures that progress is tracked and program outcomes are achieved.

# QUALIFICATIONS

* At least three years’ experience in career development, including job placement for young adults with barriers to employment and postsecondary education
* Strong knowledge of youth development principles
* At least two years’ experience in program management and staff supervision.
* Knowledge of state and federal labor laws and general human resource practices.
* Must have superior communication skills, both written and verbal, and effectively represent ABC ORGANIZATION with project partners and in the community.
* Experience developing budgets and managing expenditures for a variety of funding sources.
* Attention to detail in managing recordkeeping and tracking outcomes is necessary.
* Proven ability to work with people from a wide variety of social, economic and educational backgrounds.
* Demonstrated ability to resolve conflicts and mediate disputes. Strong rapport with colleagues and students is required.
* Must have a CA driver’s license with a clean DMV record, and the ability to pass a drug screen, TB test and fingerprint clearance.

# PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee has normal office working conditions and associated physical demands, for example, on a continuous basis, sitting at a desk using a computer and sitting in meetings for long periods of time. The CPM may be expected to lift and move heavy items.

**COMPENSATION -** Salary range for this exempt position starts at $65,000 annually

**BENEFITS -** This is an Exempt position eligible for a full benefits package (Medical, Dental, Vision, Chiropractic/Acupuncture, 401(K) retirement, and paid time off - Vacation, Holiday and Sick pay.

# TO APPLY

E-mail cover letter summarizing interest, qualification/experience and compensation history, along with a current resume

## ABC ORGANIZATION is an Equal Opportunity Employer