

Position Title: Career Pathways Manager
Department: Career Pathways
Reports To: Director, Career Pathways
FLSA/ Status: Exempt/Full-Time
Job Grade: 6
Hiring Range: \$50,000 to \$61,000 per year
Revised: February 2020

WHO WE ARE

Mi Casa Resource Center (MCRC) is committed to creating pathways of opportunity for low-income and underserved individuals. For more than 40 years, we have provided nationally recognized workforce, business, and youth development programs throughout Metro Denver. Currently, MCRC educates, trains, and supports youth and adults on their path to economic success. Additionally, MCRC partners with the area's most respected organizations to provide economic and educational services to assist families to achieve their economic goals and realize their dreams.

MCRC offers job readiness and career pathways to help individuals achieve livable wages. Using a sector-focused approach that engages local industry to find those jobs that match the client base, MCRC works with Denver area employers to training programs for career readiness, workplace skills, and job success. MCRC also trains individuals for frontline roles in the financial services industry. Additionally, MCRC provides career coaching, including resume, interviewing, job search assistance and wraparound supports for participant success.

POSITION SUMMARY

MCRC's Career Pathways team teaches jobseekers the skills they need to succeed in today's workplace through workshops, training, and one-on-one career coaching. The Career Pathways Manager manages the trainers, coaches, and navigator for MCRC's Career Pathways programs. The Career Pathways Manager is a key leader in the Career Pathways department in that they will supervise all training activities for adults, provide direct service support and coaching to participants during job search, coordinate data collection and evaluation, collaborate with team members, and act as back up for any trainers, coaches, and navigators as necessary.

KEY RESPONSIBILITIES

Leadership

- Supervises Trainers, Coaches, and Navigators including hiring, training, coaching, and evaluating employees.
- Collaborates with Director in strategy and implementation of Career Pathways activities.

Participant Interaction

- Provides direct service support and coaching to participants as necessary.
- Coaches participants post-employment on job retention and career development strategies.
- Supports informed employment connections to participants in job search based on participant needs.
- Directs participants to community resources based on participant needs.
- Serves as back up for any trainers, coaches, and navigators as necessary.

Operational Tasks

- Implements MCRC's strategic and operational objectives for Career Pathways programming for adult participants.
- Manages day-to-day work of Career Pathways programming for adult participants in partnership with team members.
- Oversees all training, coaching, and navigation-related activities.

- Maintains Career Pathways best practices and ensures quality improvement processes across department.
- Works with participants and Navigator to ensure graduates achieve employment success and satisfaction to support retention.
- Develops and implements employer engagement in MCRC Career Pathways training and job search activities.
- Coordinates and facilitates employer engagement events including MCRC's Employer Advisory Council.
- Creates and maintains partnerships with employer to garner enduring and multi-faceted support.

Independent Judgement

- Uses strengths-based approach to provide support to participants and employees when faced with challenging decisions.
- Leads Trainers, Coaches, and Navigators in setting expectations and uses independent judgement to address unique participant needs.

Evaluation

- Coordinates data collection for enrollment, attendance, completion, employment, and job retention for training, coaching, and navigation activities.

Fundraising and Grants Management

- Collaborates with Resource Development Team as required.
- Assists with fundraising efforts as needed.

QUALIFICATIONS

- Bilingual English/Spanish required.
- Five years' experience in classroom instruction, coaching, or navigation related to career readiness and career pathways, education, or other related training field.
- One to two years' supervisory experience with a demonstrated ability to manage others.
- Outstanding written and verbal communication skills.
- Advanced proficiency in word processing, databases, spreadsheets, internet and email.
- Ability to work a flexible schedule including occasional evenings and/or weekends.
- Valid Colorado Drivers' license, a good motor vehicle record and reliable transportation.

KEY COMPETENCIES

- Demonstrated commitment to a strengths-based approach
- Experienced professional with a track-record of working with low-income and diverse communities
- Strong networking, presentation, and group facilitation skills
- Takes initiative with proven experience in making difficult decisions
- Excellent interpersonal communication
- Strong attention to detail and organization
- Demonstrated skills in flexibility, adaptability, and dealing with ambiguity

Mi Casa Resource Center is an equal opportunity employer.

Interested persons should email a cover letter and resume to jobs@MiCasaResourceCenter.org by June 26, 2020. Interviews may occur as qualified candidates apply.