



STRATEGIC  
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### **Junior Achievement - Youth Employment Manager**

**Position Description:** The Youth Employment Manager will advance JA's career readiness initiatives by securing paid internships /employment and year-round employment opportunities, matching employers with JA students. The Manager will train employers, help prepare the students and manage the relationships between the two throughout the experience. This individual will build a network of business relationships that will support subsidized and unsubsidized employment opportunities. This position will also build an internal internship program to hire students within JASF in jobs throughout the organization. This position is the primary point of contact between JA's staff, students, and employers. The Youth Employment Manager reports directly to the Director of Classroom and Community Programs and works closely with the Workforce Program Manager and Workforce Coordinator. This position is a key member of the Programs team ensuring the student employment opportunities are successfully implemented while key relationships are cultivated and nurtured. Key skills include sales and customer service, and experience with high school students is a plus.

#### **Primary Duties and Responsibilities**

##### **Secure Student Employment Opportunities**

- Identify a minimum of 140 paid summer internship opportunities in a variety of industries for JA Career Bound and iCAN students in Broward and south Palm Beach by building on existing corporate relationships and establishing new business partnerships.
- Identify and connect with prospective employers across industries who might offer paid internship opportunities, using strategies such as warm and cold calling, social media, email marketing, video messages, information mailings, presentations to professional orgs.
- Cultivate relationships with prospective employers with through telephone calls, email communications, in person meetings, etc. to share more information about JA, training the students receive and paid internship details.
- Convert prospects into committed employers, securing signed agreements and commitments.
- Attend activities/meetings in the community relating to workforce readiness and employment services to connect with employers and community organizations on a frequent basis.
- Create an internal student internship program, identifying jobs across departments, training JA staff and supporting students
- Work with JA program managers to understand the student internship needs for the students and employers.
- Attend JA Career Bound Industry Days throughout the year to establish relationships with students and better understand their needs and interests in the internship experience
- Work with the JA Development and Volunteer Services teams to identify prospective and current partners that might have interest in paid internship program.
- Follow up and track businesses interested in providing student internships in BCRM database.
- Find opportunities to educate the business community about the importance of work experience in high school to begin to prepare students for their industries.
- Attend JA events to network and cultivate potential employers.
- Manage student data base with student information including, career assessments, personal information, photos, transportation needs, etc.
- Work with marketing team to prepare necessary internship materials and opportunities to include the program in JA marketing efforts.
- Prepare an employee training manual and program to assist employers with bringing interns into their businesses.
- Prepare a student manual to assist them with information that will help them to be successful in the internships.
- Provide support to employers and students during the internship period with weekly calls, visits to job sites, etc.

- Assist students with job applications, first day instructions, communication strategies, etc. before and during the internship
- Assist employers with training, evaluations, etc.
- Ensure all necessary and required evaluation tools are completed and tracked to document outcomes of program.
- Institute retention strategies to ensure that employers continue to participate in program in future.

#### **Manage JA Inspire Partner Recruitment**

- Recruit 50-60 local businesses to participate in JA Inspire, an interactive career exploration event for over 2,000 students
- Manage Partner relationships before, during and after the event
- Create, distribute and manage necessary documents for JA Inspire vendors
- Work with Program Team before and on day of event to organize Partners (set-up, during event support, breakdown, etc.)
- Retain relationships with partners for future participation.

#### **Manage Student Employment Experiences**

- Act as the liaison between employers and JA student interns throughout the internship process.
- Interview students and employers to match students with employment opportunities based on students' interests.
- Coordinate schedules between interns and employers.
- Maintain detailed reports on placement activities.
- Communicate weekly with employers and students to monitor the success of the experience.
- Collect and analyze pre/post surveys from both student interns and employers.
- Provide feedback to both the businesses and the students regarding the internships.
- Prepare reports for program funders.
- Perform other job-related duties and responsibilities that will be assigned.

#### **Knowledge, Skills, and Abilities:**

- Sales Ability – Ability to prospect, cultivate and close “sales”
- Critical Thinking – Ability to anticipate problems and develop and implement solutions
- Persistence – Ability to continue on even when faced with adversity or rejection/denial
- Passionate and Positive Thinker – Positive attitude and passion for the JA mission and “product”
- Entrepreneurial mindset – takes ownership of Project as if it was your own business. Includes strategic plan, setting goals, determining budget, assessing internal staffing/internship needs, etc.
- Leadership Skills – ability to lead people, make decisions and motivate others
- Desire to continuously grow as a leader and learn new skills and gain new knowledge
- Strong interpersonal and communications skills (written/verbal) and being an active listener
- Strong networking skills • Strong public speaking/presentation skills
- Ability to design and execute a project plan
- Ability to work in constituent database systems (BCRM)
- Ability to handle several projects simultaneously in a deadline-driven, team-oriented environment
- Interpersonal savvy to deal with corporate leaders at all levels
- Highly organized and strong project management skills
- Results and solutions-oriented
- Unquestionable personal code of ethics, strong integrity, respect for diversity and trustworthiness
- Self-starter: ability to anticipate next steps; proactively take actions necessary to produce results
- Ability to multi-task; ability to take responsibility for a diverse number of projects and to complete them in a timely manner with limited supervision
- Ability to contribute to a positive organizational culture
- Build trust internally and externally, and project a professional image

#### **Experience and Qualifications:**

- Bachelor's Degree and/or relevant experience.
- Minimum of 3 years of experience in a non-profit Employment Manager position or a for profit sales or job recruitment position.
- Proven success in prospecting, building a pipeline, moving opportunities through the sales cycle and proposing, presenting and discussing a product with decision-makers.
- Successful track record of achieving and exceeding sales/prospecting quotas on a regular basis.

- Proven ability to effectively manage client relationships.
- Employee must have a vehicle to travel to/from appointments, events, etc.

**Compensation and Schedule:**

- This is a salaried position with a competitive compensation package that includes generous Paid Time Off, medical benefits fully paid for the employee and additional workplace benefits.
- This is a grant-funded position with a salary that is currently funded for 1 year. JA's goal is to secure sustainable funding for this position, however if that funding is not identified, this position would be in jeopardy of elimination.
- Typical work hours are 8:30am – 5pm, M-F, with half hour lunch, however fulfilling responsibilities may require additional hours.
- This position is based at administrative offices at JA World, and includes travel within Broward and south Palm Beach.
- Special event support will be required on weeknights, weekends, and holidays for JA events (including Business Hall of Fame, JA Uncorked, Light Up The Night, Bowl-a-thon, Rose Soiree, Ultimate Night Out).

**Physical Requirements:** The physical demands described below 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 is frequently required to: sit, walk, occasionally required to reach with hands and arms, continually required to talk or hear, occasionally required to bend, lift, or climb, frequently required to lift and carry light weights (25-50 pounds), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.

**About Junior Achievement of South Florida:** Junior Achievement of South Florida (JA) inspires and prepares youth to succeed in a global economy. JA provides real-world training in financial literacy including budgeting, spending, investing and the use of credit; offers cutting-edge skill-building opportunities that enable young people to explore meaningful, productive careers; teaches students how to start businesses; and introduces entrepreneurial values that strengthen workplaces. Last year, with the help of over 7,000 trained corporate and community volunteers, JA delivered twenty-plus various programs to almost 50,000 students in classrooms throughout Broward and south Palm Beach Counties. For more information, please visit [www.jasouthflorida.org](http://www.jasouthflorida.org).

**To apply, please send your cover letter and resume to [Jill@JASouthFlorida.org](mailto:Jill@JASouthFlorida.org) with the subject line of "YOUTH EMPLOYMENT MANAGER".**

## **About Strategic Philanthropy:**

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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