



Junior Achievement of South Florida - Youth Employment Manager

Position Description: The Youth Employment Manager will advance JA's workforce initiatives by securing paid summer internships/employment opportunities, matching those employers with JA students, and managing 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. The Youth Employment Manager is the primary point of contact between JA's staff, students, and potential employers. The Youth Employment Manager reports directly to the Senior Director of Workforce and works closely with the Workforce Coordinator and Workforce Programs Manager. This position is a key member of the Workforce Development 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 Summer Employment Opportunities

- Identify 140 paid summer internship opportunities in a variety of industries for JA students in Broward and south Palm Beach by building on existing corporate relationships and establishing new business partnerships.
- Initiate cold-calls to potential internship sponsors to make them aware of the JA internship opportunities.
- Conduct daily telephone conversations, email communications, and numerous in person meetings to confirm internship opportunities in multiple industries.
- Attend activities in the community relating to workforce readiness, employment services to connect with employers and community organizations on a frequent basis.
- Work with JA program managers to understand the student internship needs.
- Work with the JA staff to identify current partners that may be potential internship hosts.
- Follow up and track businesses interested in providing student internships.
- Assist in helping to educate the business community about the importance of work experience.
- Attend JA events to cultivate potential employers.

Manage Summer Employment Experiences

- Act as the liaison among employers and the JA student interns throughout the internship process.
- Interview students and employers to match JA 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 effectively network with new contacts and influence businesses to hire JA interns
- Critical Thinking – Ability to anticipate problems and develop contingency plans to implement solutions
- Persistence – Ability to continue a course of action in the face of adversity
- Energetic – Ability to bring and sustain considerable stamina to all aspects of work
- Strong communications skills (written/verbal)
- Strong public speaking/presentation skills
- Ability to design and execute a plan
- Ability to work in constituent database systems
- Ability to handle several projects simultaneously in a deadline-driven, team-oriented environment
- Interpersonal savvy to deal with corporate leaders
- Highly organized
- Results/action and solutions-oriented
- Unquestionable personal code of ethics, 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 help create the desired 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 an outside business sales function, including account management experience.
- 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:

- Compensation range: \$45 - \$50k (commensurate with experience).
- This is a grant-funded position that is currently funded through August 30, 2019. 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.
- This is a salaried position with a compensation package that includes generous Paid Time Off, medical benefits fully paid for the employee and additional workplace benefits.

- Regular work hours are 8:30am – 5pm, however fulfilling responsibilities and meeting goals may require additional hours.
- Occasional special event support will be required on some weeknights, weekends, and holidays.

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.

To apply, please send your cover letter and resume to Debbie.Elliott@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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