

Job Description

PROJECT MANAGER / INSTRUCTIONAL FACILITATOR

About CareerWise New York:

CareerWise New York (CWNy) is a first of its kind, modern youth apprenticeship based in New York City. Modeled after CareerWise Colorado, we are helping shape the future workforce through innovative, business-led youth apprenticeships. Our approach connects high school students with apprenticeships in high-demand NYC industries such as IT, financial services, and business operations, and provides practical learning experiences to augment classroom instruction. For employers, CWNy is an active partner in developing work-ready talent with a commitment to training and developing the skills needed to innovate and grow.

CWNy borrows elements from the Swiss system, which is widely regarded as the gold standard in apprenticeship and ensures benefits to both students and businesses while serving as an intermediary between the complex systems of education and industry.

This position reports to: Director of Career Development and Recruitment

To apply: Please email your cover letter and resume/CV to careers@careerwisenewyork.org with the subject of the email: “**Project Manager/Instructional Facilitator**” by Friday, January 27, 2023.

Job Summary:

The **Project Manager/Instructional Facilitator (PMIF)** will develop and maintain relationships with current and future K-12 education partners and provide assistance in helping students achieve a better understanding of their career interests and work-based learning opportunities. CWNy works with our education partners to develop systems and strategies that result in increased access and success for students, create strong value for businesses, and solid foundations for scaling success in the CWNy apprenticeship model.

You will be part of an innovative, action-oriented team that is agile, responsive, and collaborative. Each person at CWNy has a key role and works to ensure critical work moves forward in alignment with shared goals. When needed, we all roll up our sleeves to greet a new opportunity or tackle an unexpected challenge!

This is a full-time overtime-exempt position.

Position Responsibilities:

- Develop strong relationships with current and future K-12 districts, charter schools, and community colleges
- Support relationships with the NYC Department of Education and educator councils
- Assist the Director of Career Development and Recruitment in planning and executing stakeholder meetings and collaboration
- Participate in and oversee the development, implementation, and maintenance of school partner CWNy recruitment and implementation objectives and short- and long-range plans
- Work with K-12 partners to manage student recruitment, plan logistics, engage parents, and maintain effective and aligned communications across systems
- Facilitate the collaboration of educators and employers to award academic credit for the apprenticeship experience
- Guide teachers through customizing and delivering meaningful work-based learning curricula
- With staff and education partners, develop best practices in teaching career development curricula
- Maintain data systems; collect and analyze data for quarterly reports; monitor progress towards targets and goals; provide responsive support for unanticipated challenges
- Meet with students, parents, educators, and other community members individually and in small or large groups to gain an understanding of youth apprenticeships and to support launch of “The Hub”, our recruiting portal
- Ongoing communication to keep colleagues and stakeholders informed of current plans and new initiatives; regularly reports and communicates critical issues across departments when needed



- Assists with preparation and placement of students in apprenticeships with an emphasis on resume support and interview preparation; plan and execute apprenticeship hiring events
- Work with current apprentices to develop a replicable strategy for engagement in the recruiting process
- Provide status updates to teachers and students regarding apprentice application
- Share program updates through social media posts
- Engage in ecosystem partnerships that advance the mission and vision

Qualifications & Experience:

As part of this team, you will be most successful if you possess most of the following:

- 3-5 years of K-12 and/or higher education experience; experience within the NYC Department of Education strongly preferred
- Postsecondary degree in education (or 5+ years professional experience working with high school youth in youth development, K-12 and/or higher education)
- Demonstrated experience leading teams, teacher collaborations, professional development and grade-wide or school-wide initiatives
- Strong grasp of Understanding By Design; experience with curriculum development and teacher coaching a plus
- Demonstrated expertise in leading change efforts
- Relational strength – able to quickly build rapport with a variety of people
- Possess strong project management skills – prioritize activities and work in an independent, self-directed manner against tight deadlines as well as manage a team's progress and keep them accountable to results
- Experience managing instructional data and using it to drive student performance is a plus
- Excellent written and verbal communication skills
- Have a passion for youth development and a curiosity about a wide range of 21st century career trajectories
- Unwavering commitment to service and social justice; willing to engage with and support colleagues and partners in addressing systemic barriers to youth success and racial inequity; personal commitment to young people growing up in low-income communities.
- Knowledge and basic skills in graphic design is a plus
- Proficiency with MS Office and Google Suite is required; familiarity with Salesforce is a plus
- Experience managing instructional data and using it to drive student performance is a plus.

Requirements

- Proof of up-to-date vaccination status for Covid-19 must be provided upon hire
- Applicants must be able to travel to different schools and locations in New York City to deliver presentations and provide career curriculum support
- You must be willing to undergo a NYC Department of Education background check

Starting Salary Range for this position: \$60,000 - \$66,000 annually

Benefits Available: medical, dental, vision, 401k, supplemental insurance, disability, parental leave, PTO, professional development stipend, and (pre-tax) commuter benefit

CareerWise New York is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: CareerWise New York is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at CareerWise New York are based on business needs, job requirements, and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. CareerWise New York will not tolerate discrimination or harassment based on any of these characteristics. CareerWise New York encourages applicants of all ages. CareerWise New York is committed to building a diverse staff and encourages applications from people of color.