



Cincinnati Youth Collaborative (CYC)
Workforce Engagement Program Manager
Good Jobs Challenge

Position Title: Workforce Engagement Program Manager

Background: Oversee the delivery of designated CYC workforce programs. Currently oversee and manage the Good Jobs Challenge Initiative as the primary focus. The Good Jobs Challenge Initiative is in partnership with Advanced Manufacturing Industry Partnership (AMIP), Cincinnati Works and several other partners with the goal of placing and preparing 70 new young people for Advanced Manufacturing roles by June 2025. This is a project/program management role and includes recruiting, training, facilitation, program coordination, job placement, data management, and collaboration with Cincinnati Works, AMIP, and employers. This role works closely with the CYC program team and assists with other workforce initiatives and programs.

Reports To: Chief Program Officer

Specific Duties:

- **Project Management:** Meet the goals of the Good Jobs Challenge by working closely with Cincinnati Works, Advanced Manufacturing Industry Partnership (AMIP), employers, schools and other partners to provide a high-quality, successful program that recruits, prepares, trains and places 70 qualified young people in advanced manufacturing jobs and support Cincinnati Works efforts to upskill 40 additional people in advanced manufacturing roles by June 30, 2025.
- **Recruitment:** Good Jobs Challenge is focused on expanding opportunities and improving economic mobility for diverse populations including people of color, women, veterans, and returning citizens. Recruit advanced manufacturing candidates from a variety of partners and resources to meet the needs of the employer partners.
 - Collaborate with CYC's program team and specifically Jobs for Cincinnati Graduates Specialists in CPS, North College Hill and Winton Woods school districts to recruit students.
 - Create partnerships with local school districts and community organizations to recruit students and recent graduates for the program.
 - Create immersive experiences to expose students to the possibilities of Advanced Manufacturing including but not limited to speaking events, field trips, and tours.
 - Create and deliver PowerPoint presentations about the Good Jobs Challenge Advanced Manufacturing Program at schools.
 - Attending career fairs to promote the program.
- **Participant Relationship Management:** Effectively support and communicate with applicants throughout the Good Jobs Challenge program including onboarding into the program through PRIME system, job application process, interview process, and prepare students for their job interviews. Maintain regular communication with the students and company recruiters. Provide support to help students overcome barriers.

- **Partnership Management:** Develop strong relationships and act as the main liaison with Cincinnati Works, AMIP, additional partners, employers and CYC staff to support this program.
- **Bootcamps:** Coordinate and facilitate the delivery of the bootcamps, a two-week career readiness and technical skill training program to prepare students for work. Cincinnati Works and employers will assist in delivering content. Workshops include topics like communications, social media, teamwork, workplace ethics and behaviors, financial literacy, math support, industry credentialing and more.
 - Prepare training schedule and materials and coordinate all of the content speakers.
 - Coordinate with Tooling U to manage the technical certification process.
 - Support all participants throughout the program and deliver a special ceremony at the completion of each bootcamp including the partners.
- **Data Management:** Manage and oversee that the Project Management tool is updated regularly, the PRIME tracking system is updated and that AMIP has the information needed to report to the state. Gather and report data including but not limited to the number of students in the pipeline, number matched and placed in new roles, program satisfaction and job placement satisfaction. Ensure data and documentation are constantly updated and submitted.
 - Manage the budget for the program.
 - Be a part of the program team at CYC and represent CYC at workforce engagement program related meetings and trainings.
- **Advancement Team Collaboration:** Work with the Advancement team to market the program and share highlights and celebrations. Continually update and review marketing materials. Work with the team to explore opportunities to expand the program and support the participants.

Knowledge, Skills and Experience:

- Minimum of 5 years working with students or young people.
- Experience with project or program management.
- Experience with workforce development, youth development, education or similar experience.
- Proven success in working with diverse populations (students, parents, volunteers, school staff, and corporate representatives) in a variety of settings, including those from low-income and/or urban backgrounds. Ability to navigate and adapt to different populations based on their needs with professionalism and diplomacy.
- Previous experience and/or knowledge of Advanced Manufacturing a plus

Core Competencies:

- Passion for CYC mission and serving youth.
- Strong project management skills, ability to coordinate partners and lead group meetings.
- Strong responsive customer service skills.
- Ability to sell this program and recruit students, employers and partners.
- Ability to build an atmosphere of teamwork and be an organizational team player.
- Strong problem-solving skills with ability to execute solutions.
- A demonstrated commitment to diversity and inclusion.
- Strong interpersonal, oral and written communication skills with excellent and timely follow-up
- Adaptable and reliable in conflict, crisis or changing priorities.
- Proven success in working with a wide range of diverse populations (students, parents, volunteers, school staff, corporate representatives) with varying backgrounds.
- Excellent communication and organizational skills, time management skills and ability to effectively balance and integrate task-oriented and process-oriented responsibilities.
- Strong presentation skills including excellent Microsoft PowerPoint or other presentation software

Starting Salary Range

\$50,000 - \$55,000 per year

Email Resume for Consideration:

HR@cycyouth.org