



Cincinnati Youth Collaborative

Pathways and Resources Department Career Exploration Manager

Background: CYC empowers young people to overcome obstacles and excel by providing a range of services designed to keep young people in school, prepared for college and career, and on the pathway to success. CYC is focused on helping students graduate from high school with a pathway towards further education, training and certifications, meaningful employment, or enlistment.

Our Vision: Every young person will reach their full potential.

Our Mission: Empowering young people to overcome barriers and excel in education, career and life.

Our Commitment: We are committed to inclusive and equitable programs, policies and procedures that empower everyone we serve.

Position Title: Career Exploration Manager

Department: Pathways and Resources

Reports to: Chief Program Officer

Direct Reports: Resource Coordinators

Position Summary: The Career Exploration Manager is responsible for the strategic and tactical development, implementation and management of career exploration initiatives for Cincinnati Youth Collaborative (CYC). This role supervises and oversees a team of Resource Coordinators within Cincinnati Public Schools (CPS), primarily focused on The Community Learning Center's (CLCs) initiative with a focus on connecting students, families, and the community with resources and services.

Job Function: The Career Exploration Manager supports students in discovering viable career pathways through immersive experiences through the Jobs for Cincinnati Graduates (JCG) Workforce Innovation Opportunity Act (WIOA) work programs, Summer Work Experience Opportunities (SWEO), employer partnerships, job readiness training and exposure to in-demand industries. This role collaborates with schools, employers, postsecondary institutions, and community organizations to deliver high-impact programming that empowers students to pursue purposeful careers. The Career Exploration Manager serves as the workforce liaison and resource for all CYC students and staff. This role supports the CLCs initiatives by ensuring effective coordination of community resources and

promoting collaboration between Resources Coordinators, schools, and community partners with a goal to support student achievement, enhance community engagement, and maximize the impact of resources for students, families, and the school district.

Specific Duties:

Program Leadership & Strategy

Summer Internship Program:

- Manage and implement the delivery of the Summer Internship Program for WIOA eligible students and non-WIOA certified students.
- Prepare students for their internships including coordinating their site interviews, training, professional development, paperwork and placement.
- Prepare business partners to provide high-quality site placements for JCG students that align with the student's career interests.
- Coordinate the delivery of the training, professional development sessions for students, and the end of program celebration.
- Work closely with the HR and Finance departments to provide a smooth onboarding process for work experience students. Monitor and approve payroll spreadsheets for interns.
- Work with businesses and students to ensure youth and worksites have signed appropriate documents such as HR forms, MOU, program evaluations and youth surveys.

Community Learning Center (CLC) Resource Coordination:

- Oversee and ensure the successful implementation of resource coordination at CYC partner schools, including James N. Gamble Montessori High School and Woodward Career Technical High School.
- Supervise and support the resource coordinators and oversee the effectiveness of the Resource Coordinator's work with designated schools.
- Utilize school and community data to inform projects and initiatives to address resource needs.
- Develop plans to address potential risks or challenges related to resource management, such as strategies for overcoming shortages or adapting to changing circumstances.
- Identify and facilitate new partnerships and resources to support CLCs.
- Represent CYC at CLC related meetings such as the Local School Decision Making Committee (LSDMC) meetings and district CLC meetings.

Career Exploration

- Act as a resource for CYC team to assist with career and workforce engagement opportunities, such as guest speakers, field trips, career assessments, soft skill training, resume writing, mock interviews and job shadows.
- Design, implement and evaluate career exploration programs aligned with CYC's mission and commitment to career readiness.
- Lead the development of career exposure models, including career fairs, job shadowing, company tours and industry panels.
- Identify local and regional workforce trends to inform program design and employer engagement strategies.

Partnership Development

- Build and sustain partnerships with employers, trade associations, unions, community colleges, and workforce boards, visiting worksite placements, and attending meetings and trainings.
- Act as the CYC liaison at workforce meetings such as but not limited to, Health Collaborative, CPS Business Advisory, Greater Cincinnati Business Advisory Council, Workforce Innovation & Talent Collaborative and Workforce Council as needed.
- Cultivate employer champions who offer internships, apprenticeships, and experiential learning opportunities for CYC youth.

Team Collaboration & Supervision

- Conduct performance evaluations and manage staff performance of the Resource Coordinators.
- Coordinate with volunteers who implement workforce initiatives.
- Facilitate staff professional development related to workforce readiness and labor market trends.
- Collaborate with other CYC program managers to align efforts and maximize youth outcomes.

Data & Outcomes

- Track and report on program data including student participation, engagement, skill acquisition and career placement.
- Use evaluation tools and youth feedback to drive continuous improvement.
- Collaborate with the Advancement Department by attending big events and/or donor meetings as needed and provide program data for reports.
- Prepare end-of-program reports that summarize youth attendance, customer survey results, and description of activities.

Youth Engagement

- Maintain a youth-centered approach that supports individual aspirations, interests, and strengths.
- Provide direct support to students through career advising, goal setting, and barrier removal.
- Foster youth voice and leadership in the design of workforce initiatives.

Knowledge, Skills and Experience:

- Bachelor's degree in education, Workforce Development, Business, Human Services, or related field. (Master's preferred).
- 3 – 5 years' experience in workforce development, youth programming, career coaching, or related area.
- Strong understanding of labor market information, career pathway systems, and equity in workforce access.
- Excellent relationship building, public speaking, and facilitation skills.
- Demonstrated experience working with diverse youth populations, particularly underrepresented and first-generation students.
- Proficiency in MS Office Suite; experience with CRM or data tracking platforms preferred.
- 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.

Core Competencies:

- Strong results-oriented collaborative leader and systems builder.

- Ability to build an atmosphere of teamwork and be an organizational team player.
- Strong strategic thinker with excellent problem-solving skills.
- Ability to inform, persuade and inspire a team.
- Excellent organizational skills, time management skills and ability to effectively balance and integrate task-oriented and process-oriented responsibilities.
- Culturally responsive decision maker and youth advocate.
- 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.

Physical and Mental Demands:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation will be provided to individuals with a disability. The employee is:

- Able to remain in a stable position for extended periods of time.
- Able to move around the environment to access necessary materials and/or equipment.
- Digital dexterity and hand/eye coordination in performance of tasks.
- Able to speak and hear.
- Able to lift and move up to 10 pounds and occasionally lift and move up to 25 pounds.
- Able to use hands to finger, handle or feel, and reach with hands and arms.
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Able to compare, decide, problem solve, analyze, instruct and interpret.
- Upon request, necessary adjustments or adaptations may be made to allow individuals to participate fully in activity or perform their job effectively.

Starting Salary Range:

\$50,000 - \$57,000

Email resume for consideration:

Hr@cycyouth.org

CYC is an Equal Opportunity Employer