



## **Education and Career Manager**

### **INTRODUCTION**

We believe all youth deserve the ability to live healthy, connected, and productive lives. At Beyond Emancipation (B:E), we provide a transformational environment and essential resources for transition-aged youth who have experience in foster care or probation placements to support their efforts to move toward independent adulthood. Under our unique partnership to operate Alameda County Social Services' Independent Living Program, we have the substantial advantage of engaging youth for an entire decade of their lives, from ages 14 to 24.

Founded in 1995, our program services include access to safe host and community housing, post-secondary educational supports, and one-on-one and small group coaching in the areas of life skills, health and wellness, and employment training. All programs are delivered using our signature youth-empowerment, strength-based coaching approach: "Creative, Connected, Resourceful, Whole", created and adopted in 2010. This innovative and successful coaching model provides the information, skills, and supports that enable youth to build resiliency and take responsibility for their own planning and decisions, leading to long-lasting positive change. As the only organization of our kind in Alameda County, we've grown to now proudly support over 800 youth a year.

### **THE OPPORTUNITY**

We seek an innovative Education and Career Manager to lead a talented team during an exciting period of program expansion. The Education and Career Manager ensures foster and probation youth persist and succeed in secondary and post-secondary education, and secure sustainable, living-wage employment. Reporting to the Director of Programs, the Manager supervises 3 staff, manages an annual budget of over \$400,000, and oversees all department programing. Our new Education and Career Manager will implement our Pathways to College program and build on our highly successful college support and retention program, in partnership with the Peralta Community College District.

### **KEY RESPONSIBILITIES**

- Design, develop, and implement high-quality, data-driven education and employment programming that demonstrates strong outcomes for participants, including educational retention rates, leveraging performance management strategies to continually assess and improve program impact
- Provide direct case management services to an active caseload of approximately 20 current and former foster and probation youth drawing upon principles of empowerment coaching
- Effectively hire, manage, and coach division staff for optimum team performance and accountability

- Create/update and implement policies, procedures, and systems related to the education and career division
- Develop and nurture partnerships with local school districts, colleges, vocational schools, and nonprofits
- Monitor contracts, ensure program compliance, and partner with Development Team to assist with proposals and grant reporting, as well as to identify and cultivate new funding sources
- Share best practices in workforce development to improve participant outcomes.
- Partner with Data and Evaluation Manager to optimize data tracking and program outcomes, ensure accuracy and completeness of data, and produce frequent reports as appropriate

### **OUR IDEAL CANDIDATE**

Our ideal candidate brings the following skills and experience:

- A minimum of 3 years of experience working with underserved youth or young adults in education and workforce development
- Master's Degree in related field preferred; or a combination of Bachelor's Degree and relevant work experience
- 2+ years of supervision, management, and leadership experience preferred
- Ability to evaluate data and information and formulate a course of action related to workforce and education program development
- Experience working with a wide variety of stakeholders, including school districts and post-secondary education institutions
- Knowledge of the education and employment landscape in Alameda County preferred
- Commitment to youth development principles and practices; coaching knowledge preferred
- Knowledge of current local employment conditions, business practices; as well as state and federal laws governing workforce development programs and activities preferred
- Some knowledge of basic employment laws and human resources
- Demonstrated ability to work well independently and as a member of a team
- Excellent written and oral communication skills required
- Experience in proposal writing and grant reporting a plus
- Dynamic facilitation skills
- Ability to exercise good judgment and to work well in a pressured, fast-paced environment, and to set priorities in the presence of conflicting needs
- Proficiency with Microsoft Office and database technologies

### **OUR TEAM, BENEFITS, AND COMPENSATION**

We are proud of our team culture: friendly and informal, fast-paced, and mission-focused. We all share a deep commitment to our urgent mission; we are here explicitly to serve young people who have experienced a high degree of instability. As a community we shift the life trajectories of youth who have been failed by adult-driven systems and institutions, and we prepare youth for success through our unique and empowering service delivery approach. Salary is competitive and commensurate with experience, the range identified for this position is \$60-65K. Our generous benefits package includes 80% paid employee health and dental insurance and 50% dependent coverage, retirement plan allocations, and many other attractive benefits.

## **ATTRACTING CANDIDATES OF ALL BACKGROUNDS**

Beyond Emancipation strongly encourages people from all backgrounds, especially people of color and people with experience with the foster care system, to apply for this position. No matter your background, the person selected for this role must embrace and value equity and inclusion. We are an equal opportunity employer and we seek to develop a diverse workforce.

We recognize that in order to better serve our clients we need to continue to build an organization that supports, understands, and lives diversity - in our staffing and in our values. Our commitment to a coaching model is a step towards building a supportive community and we encourage diverse candidates who will be a leader in integrating our work and values to transform the lives of our clients.

## **TO APPLY**

To apply, please submit a thoughtful cover letter and resume to: Lavina DeSilva, Director of Programs, [ldesilva@beyondemancipation.org](mailto:ldesilva@beyondemancipation.org). We will respond to all applicants. To learn more about our recent program success, visit [www.beyondemancipation.org](http://www.beyondemancipation.org).