



Education and Career Manager Job Description

Are you passionate about making an impact on the lives of foster youth in Oakland? And growing your leadership by collaborating with a team committed to social justice? If so, Beyond Emancipation (B:E) is looking for you!

ABOUT B:E

B:E's mission is to support young people as they imagine and create their own life beyond foster care. Through B:E's innovative coaching model, youth discover their own potential, take responsibility for their own decisions, and plan their futures with the support of an adult who follows their lead. B:E provides a transformational environment for transition age youth, offering programs that include access to safe housing, educational supports, and coaching in the areas of life skills, health and wellness, and employment training.

B:E's core values are at the heart of everything we do, and we look for individuals who share our commitments:

- **YOUTH-CENTERED:** We put youth first.
- **EQUITY:** We are committed to leveling the playing field.
- **TRANSFORMATION:** We are agents of change.
- **COMMUNITY:** We are in this together.
- **CONTINUOUS LEARNING:** We strive for excellence.

POSITION OVERVIEW

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 4+ staff members, manages an annual budget of over \$700,000, and oversees all department programming. The Education and Career Manager will oversee the Pathways to College program, build on our highly successful college support and retention program, and oversee our workforce development programming.

ESSENTIAL FUNCTIONS

- Oversee program development and service innovation initiatives for Education and Career programming to strengthen outreach, recruitment, strong youth engagement, retention, and outcomes. Ensure that services are provided from a strengths-based, youth-centered, trauma-informed, and culturally relevant perspective.
- Hire, orient, train, motivate, coach, and develop staff (team of 4+) and support their individual and team professional development. Support staff to set, track and meet meaningful and achievable goals and comply with contract and reporting requirements.

- Actively integrate coaching into the culture and services. Support staff to implement B:E's coaching techniques and case management in their work.
- Monitor contracts, ensure program compliance, and partner with the Development Team to assist with proposals and grant reporting, as well as to identify and cultivate new funding sources.
- Partner with the Data and Evaluation team to optimize data tracking and program outcomes, ensure accuracy and completeness of data, and produce reports as appropriate.
- 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.
- Train team, staff and key stakeholders on best practices to support youth with education and workforce development needs to improve participant outcomes.
- Serve as an active member of B:E's Management Team, comprised of Directors and Managers, to collaboratively advance the mission and vision of the organization, promote a healthy work culture/climate and ensure integrated and holistic services.

QUALIFICATIONS

- 4 or more years related experience
- Previous work with underserved youth or young adults in education and workforce development is a plus.
- Master's and/or Bachelor's Degree in related field a plus
- Personal and/or professional experience in child welfare and other systems that impact foster youth is a plus.
- 2+ years of supervision, management, and leadership experience preferred.
- 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.
- 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.

COMPENSATION

This is a full time, exempt, salaried position. The salary range is \$73,150.00 to \$83,150.00 per year. Benefits are generous, with 100% paid employee and 80% dependent medical care coverage. Dental coverage is 100% paid by B:E. Paid time off starts with 15 days of vacation (increasing over time), 12 days of sick leave, additional COVID-19 sick leave, 4 wellness days, as well as 13 holidays. Voluntary

vision, matched retirement (up to 3%), and pre-tax flexible spending accounts for medical and dependent care costs plans are also available.

HOW TO APPLY

To apply, please send a resume and an optional cover letter outlining your interest, qualifications, and how you learned of the position to the following email: [hiring@beyondemancipation.org](mailto: hiring@beyondemancipation.org), with 'Education and Career Manager' in the subject line. We plan to move this hiring process along quickly so please submit your materials as soon as possible.

EQUAL OPPORTUNITY

To better serve youth, B:E strives to build and strengthen a diverse organization, where every staff member is heard, valued, and supported to advance B:E's mission. B:E staff is majority people of color and many staff have lived experience in the foster care system. We are committed to living diversity, equity, inclusion, and belonging in our staffing, programming, and values. B:E is an equal opportunity employer, and we strongly encourage diverse candidates to apply.

HYBRID WORK ENVIRONMENT

B:E is committed to the safety, wellness, and health of our staff. We offer a flexible hybrid work environment where staff can decide with their manager the best schedule and location of work, based on their personal needs and their role within the organization. Some B:E staff work in-person almost every day, and some work from home almost every day. Most staff work in-person 2-3 days per week.

COVID-19 SAFETY

B:E is committed to keeping staff and youth safe and promoting the health of our community. B:E complies with the county, state, and federal COVID-19 guidelines and policies through our comprehensive COVID Prevention Plan.