



K12 Partnerships Manager – Northern Colorado and Western Slope

Who are we?

CareerWise Colorado is a nationally recognized initiative that is shaping Colorado's workforce through innovative, business-led youth apprenticeships. Through our work, we help Colorado businesses fill high-demand positions through apprenticeships that create real value and positive return on investment. At the same time, our apprenticeship model paves the way to good, well-paying careers for students, along with increased access to post-secondary education. This innovative approach has captured the attention of business, government and education leaders across the state and country.

The role:

Reporting to CareerWise Education Partnerships Team, the K12 Partnerships Manager will develop and sustain productive relationships with our current and future K-12 education partners in Northern Colorado and the Western Slope, including Fort Collins, Loveland, Estes Park, Eagle, and Grand Junction. We work with our education partners to develop systems and strategies that result in increased access and success for students, strong value for businesses and help to build a foundation that will scale success across the state in this new apprenticeship model. The K12 Partnerships Manager will spend time cultivating relationships with teachers, counselors, district staff and students and will spend the bulk of their time at high schools working to recruit students into the program by conducting a variety of recruitment activities including teacher trainings, student information sessions, one-on-one application support and more.

What you'll do:

- Work with K-12 partners to manage student recruitment, plan logistics, engage parents and maintain effective and aligned communications across systems.
- Manage the development of student data systems, monitor progress towards goals and provide responsive support for unanticipated challenges.
- Collaborate with the education team to develop support resources requested by partners.
- Provide training and support for recruitment specialists team members who will work in our partner schools to implement student support initiatives.
- Ensure that continuous lines of communication keep colleagues and stakeholders informed of current plans and new initiatives.
- Ensure regular reporting and communicate critical issues across departments when needed.
- Travel to Denver once per week, typically, to participate in internal meetings
- May perform other duties as assigned

Who are you?

- You have a passion for youth development and curiosity about a wide range of 21st century career trajectories
- You have credibility with K-12 education faculty and leadership, and the ability to gracefully navigate their distinct cultures
- Preferably reside in or near Fort Collins



- Postsecondary degree in education (or equivalent professional experience)
- Demonstrated expertise in leading change efforts
- Five years of K-12 and/or other education experience
- Bilingual strongly preferred
- Detail oriented with the ability to work independently on multiple tasks at once
- Ability to develop and leverage relationships within and across work groups to achieve results
- Strong written and verbal communication skills that can communicate complex issues effectively to different stakeholder groups including families, school staff, and the broader community
- Ability to prioritize activities and work in self-directed manner against tight deadlines in a team-oriented environment
- Proficiency with Microsoft Office and Google Docs, Salesforce, Burning Glass, and project management software
- Experience and interest in working in a fast-paced, rapidly changing environment
- Most importantly, you thrive in a high energy, dynamic team like ours. And we mean TEAM. We collaborate, engage in healthy debate, jump in where ever our skills are needed

Sound interesting?

Click on this [link](#) to apply.

We are an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.

If you need assistance or an accommodation due to a disability, you may contact us at careers@careerwisecolorado.org