

National Partnerships Manager Position Description

Who are we?

CareerWise was founded in 2016 to address both the skilled worker shortage in Colorado and the unrealistic expectation that our nation's schools must prepare students for today's in-demand jobs without the involvement of industry. Youth apprenticeship is strengthening Colorado's economy by cultivating a stronger, more skilled workforce, and exponentially expanding the choices available to the state's young people—our future workforce. Today there are hundreds of productive CareerWise apprentices in the workplace, charting new paths to career success.

Workforce and education leaders from across the country have traveled to Denver to visit CareerWise to learn more about our youth apprenticeship model. As a result, additional CareerWise pilot programs have now launched in New York City, Elkhart County, Indiana, and Washington DC., leveraging CareerWise's technology, training infrastructure and unique institutional knowledge.

Reporting to the CareerWise Director of National Partnerships Operations, the National Partnerships Manager will play a central role in expanding the CareerWise model to new communities by supporting implementation.

Who are you?

A professional with a strong aptitude in the areas of project management, communication, and program design. You are a rare combination of a strategic thinker, relationship builder, expert facilitator, and detail-oriented “doer” who is able to effectively manage and independently organize diverse streams of work – all with the tenacity, creativity, and positivity reflective of the can-do spirit of our start-up organization. You're equally comfortable building project plans as you are facilitating stakeholder meetings. You must be capable of, committed to, and passionate about engaging a diverse set of stakeholders and students and have experience working in socioeconomically and racially diverse settings.

About the role

- **Location:** Based at the Denver office of CareerWise and travel frequently
- **Reporting Structure:** Report to the Director of National Partnerships Operations
- **Fundamental Function:** Provide programmatic guidance as CareerWise partners launch youth apprenticeship programs and support their ongoing efforts to scale
- **External Positioning:** Liaise between partner organization's youth apprenticeship leadership and CareerWise team

Essential Duties:

- Maintain close relationships with partners towards the shared goal of a successful launch of youth apprenticeship programs in multiple communities
- Collaborate with national partners, businesses, students, and internal teams to help drive program implementation of community partners

- Facilitate conversations among community partners to identify promising practices and summarize these learnings in implementation resources
- Identify best practices to promote diversity, equity, and inclusion practices to be implemented at CareerWise and in partner communities
- Design community implementation project plans and enthusiastically support organizations with the implementation of youth apprenticeships to CareerWise standards and to the agreed-upon timeline
- Develop the tools needed to conduct quality assurance and implement those tools to provide CareerWise management with regular progress reports
- Assist in developing a toolbox for continued expansion of the CareerWise model, including building template tools, that will support any new community
- Ensure all learnings from CareerWise partners are documented and translated back to CareerWise for improvement of the program within Colorado and at other sites

What will you need to be successful?

- Excellent relational skills and 'customer service' orientation: hearing and understanding the needs of partners and serving as a trusted advisor in addressing those needs
- Project management experience: a demonstrated track record of managing and delivering against scopes of work under tight timelines
- Creative problem solving and critical thinking: taking an existing model and adapting and implementing in a new environment, while maintaining quality and fidelity
- Ability to facilitate large conversations with stakeholders with a variety of priorities
- Openness to advocate for our partners to internal staff and external partners
- Ability to develop content and tools to support the implementation of complex models with input from a variety of stakeholders
- Excellent written and verbal communication skills: demonstrated ability to write and communicate clearly for a variety of audiences
- Demonstrated ability to work independently while keeping the team informed
- Ability to recognize trends before issues arise and identify themes to develop a strategy
- Strong organization skills, with the ability to multitask and manage several partners/vendors and projects at any one time
- Poised and professional demeanor, and a degree of comfort interfacing with executive-level partners
- Experience and interest in working in a fast-paced, rapidly changing environment
- Ability to travel at least 30-50% of the time at certain times of the program year
- Diverse lived experiences and ability to honor and appreciate those of others
- Experience and/or passion for education and/or workforce development a plus

Compensation & Benefits: Salary range for the role is \$50-65K. Title and salary will be commensurate with skill level and applicable experience. We offer a generous benefits package including group medical, dental, and vision plans, short-term disability, 100% vested 401k Plan with a 3% employer contribution, and Flexible Time Off to name a few!



Sound interesting?

Send resume, cover letter, salary requirements, and LinkedIn profile to:

Cecilia Oxford

Director of National Partnerships Operations

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CareerWise is an Equal Opportunity Employer.