



Title: Employment Engagement Manager
Reports to: Program Director
Location: New York

NPOWER BACKGROUND

NPower is a high-performing leader in providing pathways to successful digital careers for veterans and young adults from underserved communities across the US and Canada. NPower's award winning training programs use curriculum informed by senior industry leaders and labor market trends. On average, NPower graduates 85% of enrolled students, and has over an 80% rate of success for employment or continued education within 6 months of graduation. Notable corporate partners include Symantec, Cisco, Bank of America, Citi, CBS, JPMorgan Chase, and HP.

We address many of the primary barriers that our veteran and young adult community confront. Beyond free technical classes, our career training programs provide in-demand certifications within weeks, paid internships/fellowships, professional networking and mentorship with business leaders, soft skills coaching, connection to social services, job placement assistance, transit assistance and an opportunity for graduates to give back to the program via our professional volunteer network. We provide ongoing career coaching, advanced certifications, and leadership development for our alumni, ensuring that we are developing true pathways for long-term success for our students.

POSITION SUMMARY

If you have a passion for helping people grow, develop themselves, and better their lives and their community this opportunity is for you. The Employment Engagement Manager will be responsible for sourcing and matching NPower students with internships, apprenticeships and jobs. They will manage corporate and non-profit partner relationships, working to renew and expand internship, apprenticeship and job opportunities by engaging partners. Additionally, this position includes assisting students with professional and job search preparation activities. A comfort level in helping NPower develop business relationships with revenue potential is crucial, as is thinking critically and creatively about whom to approach for business opportunities and how to position NPower.

Successful candidates will be self-starters who have a proven track record of success and can lay a strong foundation for securing and sustaining high numbers of internships, apprenticeships and jobs for NPower students. You will be able to leverage existing partnerships and new resources in New York and the surrounding areas as well as, follow up on leads generated by leadership and strategic partnerships.

Business Development

- Manage and develop relationships with current and prospective employers
- Market NPower students and alumni to the workforce community
- Secure internship, apprenticeship and job opportunities for NPower students and alumni
- Prospect/cold call and conduct outreach to employers
- Match participants' skills, technical performance, experience and interests to internship, apprenticeship and employment opportunities
- Conduct follow-up with employers to determine employment status and satisfaction with services delivered



- Network with businesses, trade associations and other groups to develop new employer relationships
- Act as first point of contact for partners regarding student internship, apprenticeship or job matters
- Identify employer prospects for local apprenticeship opportunities remote or site based.

Student Development

- Support student professional development, including but not limited to resume review, mock interviews, networking, etc.
- Conduct professional development workshops for students
- Aid students in mapping out career pathways

Administration

- Facilitate overall process of and manage internship agreements, timesheets, etc.
- Manage invoices and payment process for both students and participating organizations
- Manage database of job development leads
- Consistently meet internship, apprenticeship and job placement metrics

SKILLS AND ABILITIES:

- 2-4 years' experience with staffing agency, recruitment, career services, B2B sales, or other human capital related services
- 1-3 years' experience in lead generation and development of paid internships, apprenticeship or jobs
- Comfort level in researching, identifying and approaching new business prospects
- Capacity to participate in networking and industry events where opportunities for partnerships may develop
- A passion for helping people grow, develop themselves, and better their lives and their community
- Dedication to achieving personal, team, and organizational goals through time management, data analysis, focused communications, teamwork, and continuous learning
- Excellent relationship building and interpersonal skills
- Excellent verbal/written communication skills
- Comfort level in utilizing Salesforce or similar CRM program

Compensation

- Commensurate with position and experience.

How to Apply

Please submit a cover letter and resume via email to: Yanna.rosario@npower.org

As an equal opportunity employer, NPower encourages diversity and does not discriminate in employment on the basis of age, race, color, creed, gender, religion, marital status, national origin, disability, or sexual orientation.