



TITLE: Career Placement Manager

LOCATION: Detroit, Michigan

NPOWER BACKGROUND

NPower is a national nonprofit 501(c) (3) organization that seeks to empower under-resourced young adults and military veterans to pursue tech futures by teaching the digital and professional skills demanded by the marketplace. Our free, award-winning, technology training programs provide in-demand certifications within weeks, professional networking and mentorship with business leaders, soft skills coaching, job placement assistance and an opportunity for graduates to give back to the program via our professional volunteer network.

In order to be the best version of NPower, we remain deeply committed to our core values: Impact, Commitment, Integrity, Diversity and Humility. We work together to transform lives and strengthen communities, we are dedicated to the success of our students, employees and stakeholders, we are transparent, honest and ethical, we build respect, dignity, fairness and self-esteem and we learn from mistakes and success in equal measure. There is no endpoint to our work; we continuously strive to reach our full potential.

POSITION SUMMARY

The Career Placement Manager is responsible for employment opportunities for NPower's Michigan program graduates and match qualified graduates with employment opportunities in the public and private IT sector. Our goal is 100% placement for all of our graduates and are looking for someone committed to excellence.

They will be responsible for developing relationships with employers, senior executives, tech incubator start-up owners, nonprofit leaders among others and successfully place participants into job and provide ongoing retention services to support both the employer and the NPower graduate. This position requires someone that has experience in workforce development, case management and/or sales and marketing.

Responsibilities:

- Establishing and maintaining relationships with employers;
- Securing job opening for NPower students and alumni
- Matching the skills of students with the proper job openings;
- Coordinating referrals and conducting follow-up with both students and employers
- Help prepare students for interviews one-on-one or in group/workshop settings and write/review resumes for alumni
- Screen students for job interviews and make appropriate referrals to employers.
- Make ongoing follow-up calls with students and employers to determine employment status and satisfaction with services delivered.
- Network with businesses, trade associations and other groups to develop new employer relationships.
- Manage database of job development leads.



Qualifications:

- Bachelor's degree preferred
- At least three years' experience in job development or account management.
- Prior experience working with young adults with barriers to employment preferred.
- Demonstrated experience meeting goals in a performance-driven setting.
- Superior communications skills, ability to engage a wide range of constituents.
- Demonstrated ability to collaborate with a team.
- Strong organizational skills.
- Exceptional sales skills with a demonstrated ability to generate leads, close deals and deliver results.
- Proficiency with Microsoft Office, CRM's and online sourcing tools.

COMPENSATION:

Commensurate with experience

HOW TO APPLY

Submit a cover letter explaining your interest in the position and a resume to

Nina.yu@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.