



Title: Employer Engagement Manager
Reports to: Program Director
Location: New Jersey

NPOWER BACKGROUND

NPower 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

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, have the ability to leverage both past and present business relationships 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 Jersey and the surrounding areas as well as, follow up on leads generated by leadership and strategic partnerships. It is additionally preferred that candidates both live in and have the ability to travel freely within the State of New Jersey & surrounding areas.

Business Development

- Manage and develop relationships with current and prospective employer partners
- Market NPower students and alumni to the workforce community
- 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.
- 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

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, or
- 2-4 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
- Veterans encouraged to apply

Compensation

Commensurate with position and experience.

How to Apply

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

NPower is an equal opportunity employer. We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique