



Title: Placement Manager
Reports to: Program Director
Location: Missouri

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 Placement Manager will be responsible for sourcing and matching students with internships/jobs for NPower program participants. They will manage corporate and non-profit partner relationships, working to renew and expand placement opportunities by engaging partners. Additionally, this position assists 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 and jobs for NPower students. You will be able to leverage existing partnerships and new resources in St. Louis 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 employer site hosts
- Market internship program to the workforce community
- Prospect/cold call and face-to-face meetings with internship site hosts
- Match participants' skills, technical performance/ experience and interests to internship opportunities
- Consistently meet monthly paid internship placement goals and provide monthly statistical reports
- Coordinate and participate in various events, activities and fairs on topics related to internship planning and placement



Internship Administration

- Facilitate overall process and internship agreements (MOU)
- Act as first point of contact for partners regarding student matters
- Manage invoices and payment process for both students and participating organizations
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Career Placement 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
- 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.

Student Development

- Work one-on-one with students on developing resumes, interview skills and professional best practices
- Help students develop career maps based on interests, talents and professional goals
- Conduct career readiness workshops on topics such as interviewing, LinkedIn, professional networking, etc.
- Manage professional development calendar and confirmation/communication of guest presenters
- Support national initiatives such as NPowerMATCH (mentorship program)
- Escalate career coaching for trainees on action plans as needed
- Oversee mock digital interview with Talk Hiring Software and/or panel interviews with staff

Administration

- Track student records and volunteer engagement in Salesforce database

SKILLS AND ABILITIES:

- 2-4 years' experience selling staffing, recruiting or other human capital related services
- Comfort level in researching, identifying and approaching new business prospects
- Capacity to participate in networking and industry events where opportunities for partnerships may develop



- 1-3 years' experience in lead generation and development of internships
- A passion for helping people grow, develop themselves, and better their lives and their community.
- Dedicated 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

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 encourage diversity and do not discriminate in employment on the basis of age, race, color, creed, gender, religion, marital status, national origin, disability, or sexual orientation.