



Title: Career Placement Manager
Reports to: Placement Director
Location: Maryland

Interested in helping others develop their careers in the tech industry? Looking to make a difference in the lives of young diverse tech talent? NPower is looking to hire a Career Placement Manager and you may be the right fit!

As a Career Placement Manager you will:

- Develop relationships with new employers and maintain the ones already in place
- Conduct one on one sessions with trainees to prepare them for tech industry interviews through mock interviews, resume, cover letter, and pitch assistance
- Schedule trainees' interviews and collect all mandated employment documentation (e.g., I9)
- Select the appropriate trainees for each placement opportunity with the help of your team
- Input and update trainee data in Salesforce, SharePoint, and/or Dropbox (i.e., notes, documents, placement details, contact information)
- Report to the Placement Director

This role may be a right fit if you possess (most of) the following skills/abilities:

Influence/Persuasion— you can convince others to change their minds or actions

Active listening – you give full attention to what other people are saying, taking time to understand the points being made, and asking questions when appropriate

Adaptable/independent – you are able to work on your own and make decisions with little direction

Training — you have knowledge of principles for workshop design, teaching and instruction for individuals/groups

Networking— you like to develop constructive and cooperative working relationships with others, and maintain them over time

Developing others — you can identify the developmental needs of others and want to help to improve their knowledge or skills

Education and Experience Requirements

- Three years' experience in job development, account management, sales, and/or business development
- Experience working with young adults with barriers to employment preferred
- Bachelor's degree preferred



What NPower can do for you:

- Invest in your professional development
 - Allows access to LinkedIn Learning workshops
 - Grants appropriate trainings of your choice
- Discounts to theme parks, concerts, movies, and vacation packages (Plum Benefits)
- Benefits Package: 15 days of PTO, 12 Sick Days, 12 Holidays and 3 Personal Days
- 403(B) Retirement Plan with company match
- Contributes between 80-95% of premium costs toward three medical plan options

Ready to apply?

Please submit a cover letter and resume via email to: tjwana.dixon@npower.org

As 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.