



Now hiring Success Coaches to support Washtenaw County's Summer Youth Employment Program, SummerWorks!

<p>Job Description</p>	<p>Poverty Solutions at the University of Michigan is seeking energetic, highly motivated graduate and soon-to-graduate undergraduate students to serve as Success Coaches for SummerWorks, the Washtenaw County Summer Youth Employment Program. This is an exciting opportunity to play a lead role in managing programmatic activities throughout the summer, including offering close support, mentorship, and guidance to participating young adults and employers. Students with an interest in youth, workforce development, education, anti-racism, community engagement, and social determinants of health and well-being are strongly encouraged to apply.</p> <p>SummerWorks provides professional development and employs young adults aged 16-24 in job experiences on the U-M campus and throughout the county. It is a joint partnership including the Washtenaw County Office of Economic Development, Michigan Works! Southeast, Poverty Solutions, the Ginsberg Center and other community and campus partners. Through community engagement and partnership, SummerWorks seeks to address a long history of disinvestment and systemic racism in housing, education, and employment in Washtenaw County by providing professional development, mentorship, and career exploration opportunities for young adults. To learn more about SummerWorks, click here.</p> <p>Note: due to COVID-19, plan for this position to be remote. Additionally, programming may take place in a virtual capacity only.</p>
<p>Educational Value/Learning Opportunities</p>	<p>SummerWorks is intended as a national model to test best practices in summer youth employment programs and workforce development strategies aimed at creating career pathways and improving economic mobility. Success Coaches are a critical component of program success. This is a unique opportunity for students to be involved in leveraging U-M resources to invest in our local community. SummerWorks builds long-term, equitable partnerships with community members and provides job and mentorship opportunities to youth, mentors, and employers. These opportunities ultimately influence career paths, hiring practices, and employment policy at the University of Michigan and beyond. Applicants can expect to build skills in leadership, communication, group facilitation, youth development, community engagement, program management, implementation and evaluation, and translation into policy change. You will gain first-hand experience in collaborating with community partners, youth and employer development and mentorship, and socio-economic mobility intervention strategies.</p> <p>First-year Master's students and students looking to fulfill internship requirements are strongly encouraged to inquire about how this position can meet their educational needs and interests. To the extent possible, we seek to support various curricular needs and internship requirements.</p>
<p>Expectations & Requirements</p>	<p>Success coaches will need to be organized, able to take initiative, detail-oriented, team players, personable, adaptable to challenges, and willing to learn.</p>

	<p>All Success coaches will be primarily responsible for:</p> <ul style="list-style-type: none"> ● Supporting youth and employers through the U-M hiring process (if applicable) ● Attending and supporting all events, including Parent/Family orientation, Employer Orientation, Match Day, Mid- and End-of-Summer events ● Managing a caseload of youth throughout the program, helping them to navigate the program ● Managing a caseload of employers throughout the program, troubleshooting and advising their programmatic needs ● Implementing weekly half-day enrichment sessions on Fridays, using an evidence-based curriculum designed to support youth in building career skills. <p>There are three Success Coach positions available. Please indicate in your cover letter your ranking of the below positions from 1 (most interested) to 3 (least interested), and why you believe your top choice is the best fit for your experience.</p> <p><i>Events Coordinator</i></p> <ul style="list-style-type: none"> ● Collaborate with community partners to plan and execute events throughout the summer. This includes coordination of pre-employment events (youth and employer orientations, Match Day, HR days) and two major events during the program (the Mid-Summer Event and End-of-Summer Graduation Ceremony). <p><i>Employer & Mentor Liaison</i></p> <ul style="list-style-type: none"> ● Serve as the lead point of contact on all employer and mentor communications and interactions, including (but not limited to) sending out a weekly newsletter, periodic updates and maintaining the employer Canvas site ● Serve as the primary liaison with the U-M Human Resources department to secure initial job descriptions from employers and ensure smooth on and off boarding for youth into their positions (if applicable) ● Assist with the planning of U-M employer and mentor training and professional development sessions <p><i>Enrichment Coordinator</i></p> <ul style="list-style-type: none"> ● Project manage each enrichment session, including (but not limited to) coordination with U-M training partners, implementation of curriculum activities, adherence to facilitation guides, and production of weekly agendas and materials as necessary <p>Other Responsibilities</p> <ul style="list-style-type: none"> ● Collect programmatic feedback from both youth and employers ● Respond to phone/email inquiries about SummerWorks ● Assist program staff as needed
Qualifications	Required Qualifications

	<ul style="list-style-type: none"> ● 1-2 years graduate-level course work or 3-4 years undergraduate course work related to youth development, education, public health, social work, public policy or other related field ● Experience working with youth, ideally from underserved communities ● Experience planning and/or coordinating programs or events, either professionally or as a part of student organizations ● Demonstrated commitment to social justice and diversity, equity, and inclusion ● Strong written and verbal communication skills <p>Desired Qualifications</p> <ul style="list-style-type: none"> ● Interest in pursuing a career path in program management, the nonprofit sector, public service, or related field ● Interest in education and workforce equity ● Teaching and/or facilitation experience ● Experience developing marketing and communications materials ● Experience working in the Washtenaw County region ● Experience with and/or desire to learn data management practices
Expected Hours	<p>Success Coaches will begin work in early March at approximately 10 hours per week. Work schedules are flexible based on classes.</p> <p>The position will increase to 30-40 hours per week, M-F, from late April through August.</p> <p>Due to the design and structure of this program, Success Coaches are required to be available for the duration of the program (May-August) in order to enable consistency and relationship continuity between all program staff, employers and youth participants. There is flexibility for vacation schedules as requested in advance.</p>
Compensation	\$16 per hour
Application	<p>Applications will be reviewed on a rolling basis; applications submitted earlier will receive priority.</p> <p>Interested applicants should email the following to Jordan Greene joleighp@umich.edu and Zoë Erb zoerb@umich.edu, no later than January 18th:</p> <ul style="list-style-type: none"> ● Resume ● Cover letter detailing their interest in the position and ranking of Success Coach roles ● 1-2 page excerpt of any piece of writing that they're proud of <p>Late applications will not be considered. Decisions will be made by late February.</p> <p>Qualified applicants will be invited to participate in an initial phone screening interview; if you need any accommodations for the interview process, please email Jordan Greene at joleighp@umich.edu and Zoë Erb zoerb@umich.edu.</p>