



## JOB DESCRIPTION

<b>POSITION TITLE:</b>	<b>Program Manager of Alumni and Employment Services</b>
<b>FLSA JOB STATUS:</b>	<b>Full time – Exempt</b>
<b>SALARY:</b>	<b>\$50,000 - \$55,000</b>
<b>BENEFITS:</b>	<b>Paid Time Off, Health, Dental, Vision Insurance Plans</b>
<b>INCENTIVE:</b>	<b>One-time \$2,500 Signing Bonus</b>
<b>REPORTS TO:</b>	<b>Program Director</b>
<b>SUPERVISES:</b>	<b>None</b>

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**POSITION SUMMARY:** The Program Manager of Alumni & Employment Services is the liaison between youth and employers to create meaningful opportunities for youth to advance towards a career. This person advises employers on best practices for coaching youth in externships and on the job. The Program Manager of Alumni & Employment Services aids youth to advocate for themselves to get their needs met from employers and reframes conflict on the job into an opportunity to learn and grow. This person is the specialist on providing tools for youth to get and keep jobs (ie. resume, cover letter, employment applications, negotiating, elevator pitches, and interviewing).

### ESSENTIAL FUNCTIONS:

- Serve as key point of contact between Liberty's Kitchen and employer partners
- Manage existing externship and job placement partners, and work to develop new relationships
- Flexibility to offer support and act as a liaison with business partners to resolve any employer concerns that may arise (may occur after office hours, or on weekends)
- Identify the employment needs of business partners to best match participants and alumni
- Lead workshops to inform employers about youth centered coaching practices to work towards a movement of employers that retain youth by training them up
- Conduct ongoing and timely check-ins with program Externs, job-seeking graduates, and all active and advancing program participants
- Conduct FOH training for participants and alumni
- Provide ongoing career development training to program participants and alumni to ensure they are prepared for interviews, job placement, and independent immersion in a culture of work
- Provide outcomes data to inform projections on participant and alumni employment and program impact
- Attend weekly meetings with staff to review participant progress and discuss appropriate training and/or intervention plans
- Develop and facilitate career development curriculum throughout the program
- Other duties as determined by Director of Programs, and needs of the organization

### REQUIREMENTS:

- Bachelor's degree in human resources, career counseling, social services preferred
- 3 years of experience working in human resources, employer relations, youth development preferred
- 3 years of management experience in the food service hospitality industry preferred
- 2 years of job training or education experience preferred
- Able to manage multiple projects at any given time
- Deep knowledge and ability to communicate the mission and purpose of Liberty's Kitchen to employers

- Ability to deescalate conflict situations and reframe them into meaningful experiences
- Lived experience enabling rapport-building with opportunity youth population preferred

**SCHEDULE:**

- 8:00AM - 4:00PM, Monday – Friday, with occasional weekends or extended hours.

**TRAVEL**

- 40-50% of time traveling by vehicle to local employer partner locations
- Transporting youth in the passenger van as needed

**WORKING CONDITIONS**

Routine restaurant kitchen environment, may be exposed to hazardous situations and conditions that produce cuts or minor burns, and can be exposed to hot and cold temperatures, such as working near ovens or freezers.

- **General Comments:** This description is intended to describe the essential job functions and their requirements. It is not an exhaustive list of all duties, responsibilities, and/or requirements of the position. Other functions may be assigned and management retains the right to add to or revise this job description at any time, with or without prior notice. Employment is at-will and this job description does not imply an employment contract.

**APPLICATION INSTRUCTIONS**

- Please submit your resume and cover letter to [info@libertyskitchen.org](mailto:info@libertyskitchen.org) with “Program Manager Position” in the subject line.