



## Future Focused Education Job Description

### **Job Title: X3 Grads Manager**

**Status:** Full-time position

#### **Future Focused Education:**

Future Focused Education (Future Focused) is an Albuquerque-based nonprofit organization. Our mission is to create healthier and more prosperous communities by advancing the best education for students who need it the most. We envision schools as sites of innovation and opportunity, where students become the creators of healthy and more prosperous communities. Future Focused staff collaborate locally and nationally with innovative schools (principally, the Leadership Schools Network (LSN) in Albuquerque), employers, and a breadth of community patterns to advance practices, programs, and policies that improve equity and opportunity for young people. Future Focused is committed to promoting racial and economic justice through our work with culturally diverse communities to transform education.

#### **Position Summary:**

The Future Focused X3 Internship program provides paid work experience for marginalized high schoolers outside the classroom and inside the workforce. Students are paired with local employers to provide meaningful work experiences and a monthly stipend, opening doors to future careers and higher education. X3 Grads is an outgrowth of this initiative specifically targeting high school graduates and young adults.

Under limited supervision, the primary role of the X3 Grads Manager is to guide the design and implementation of the X3 Grads, a post-high school transition initiative linking paid work experiences and credit bearing education. The X3 Grads Manager will work with the Director of Workforce Learning to engage post-secondary institutions and employers to create internships, pre-apprenticeships, and apprenticeships; to cultivate and sustain relationships with employers and post-secondary partners; and to cultivate relationships with soon-to-be and recent high school graduates. This person will also support the Director of Workforce Learning in establishing new markets for work-based learning throughout New Mexico.

In order to successfully establish and sustain partnerships with post-secondary institutions and employers, the X3 Grads Manager must be capable of communicating comfortably and effectively at various levels of institutional and company leadership in multiple sectors, including: healthcare, IT, construction, business, government, and non-profit. In addition, the X3 Grads Manager must have the organizational skills to support the ongoing employer partner

[Future Focused Education – Advancing the best education for the students who need it most.](#)

[FutureFocusedEducation.org](http://FutureFocusedEducation.org) | [info@FutureFocusedEducation.org](mailto:info@FutureFocusedEducation.org)

FatPipe ABQ Coworking Space, 200 Broadway NE Albuquerque NM 87102

acquisition process, while simultaneously maintaining relationships with collaborators in education and workforce development arenas.

Future Focused Education is ambitious about supporting communities across New Mexico and the country to develop their own versions of the X3 Internship Program. This work has begun in earnest in Santa Fe, Cuba, Rio Rancho, and Memphis, TN. This position will be directly involved in these efforts and occasional travel within and outside the state will be required.

### **Essential Duties and Responsibilities:**

The X3 Grads Manager will report to the Director of Workforce Learning and collaborate with the Future Focused X3 Team in areas of work listed below. The list of descriptors below are illustrative only of the tasks performed by this position and is not all-inclusive.

#### *X3 Grads Program Development and Management*

- Collaborate with FFE's research team on a needs assessment to inform the design of the X3 Grads program, targeting soon-to-be and recent high school graduates for post-secondary opportunities.
- Develop the framework for X3 Grads, collaborating with the Director of Student Support to include a skill-building and social-emotional support curriculum that FFE will provide to supplement participants' post-secondary coursework.
- Provide coaching and support for X3 Grads participants during the early phases of program implementation.
- Cultivate strong relationships with post-secondary and employer partners, convening them as necessary to design occupation-specific pathways that link coursework with work-based learning experiences, initially in Healthcare and Construction & Design.
- Collaborate with post-secondary institutions, high schools, and alumni to establish learning and support systems for transition to work and continued education after graduation.
- Develop and facilitate professional development experiences for graduates to obtain employment.
- Collaborate with the larger X3 team to create opportunities for Grads to mentor younger students participating in the X3 internship program.

#### *Employer Partner Acquisition*

- Collaborate with the Director of Workforce Learning to recruit new employer partners to achieve recruitment targets.
- Develop position descriptions in collaboration with new employer partners.
- Effectively utilize Salesforce to manage the employer acquisition process.
- Support the Director of Workforce Learning in planning and implementing convenings to cultivate and maintain relationships with industry associations.
- Through research, attending conferences, and engaging with industry partners, learn about different employer needs, hiring trends, and policy environments within particular industry sectors.

### Expansion

- Work collaboratively with the Future Focused X3 Team staff to identify, propose, and facilitate conversations with prospective employers and post-secondary institutions in new markets.
- Support the Director of Workforce Learning in providing work-based learning technical assistance and consultation to schools, post-secondary institutions, and other organizations.
- Support X3 fundraising initiatives.

### **Work Environment:**

Work is performed in a variety of business, education, and office space settings. Willingness to travel around Albuquerque and around the state with reliable transportation is required. Evening, weekend, and/or holiday work may be required. In addition, traveling at least once a quarter outside New Mexico is expected. During the New Mexico shelter-in-place order, this work will primarily take place remotely.

## **Qualifications:**

This individual should be committed to the vision and mission of FFE and X3 and have an unwavering belief in the potential for work-based learning experiences to support a person's academic, professional, and personal success. In addition, this person should demonstrate a commitment to Diversity, Equity, and Inclusion demonstrated by a willingness to examine personal identity and biases, and engage in and support conversations around race, class, and privilege.

### Education

Bachelor's degree

### Experience

- Experience in a role that required engagement with multiple employers.
- Experience with post-secondary education, workforce readiness, or on-the-job training programs is preferred.
- A background in industry human resources/recruitment or employer engagement is preferred.
- Experience working directly with and in programs that serve marginalized and/or opportunity youth is preferred.

### Alignment with FFE's Guiding Principles

- Seeks to work in collaboration
- Chooses to influence rather than control
- Values local wisdom to inform the work
- Is responsive to the local community and follows through on commitments
- Identifies as a learner and adapts based on data we collect
- Uses an asset-based perspective
- Uses transparent communication as a tool for growth
- Engages with our mission "to provide the best education for the students who need it the most" to inform and guide the work

### Skills

- Exceptional organizational and time management skills, problem-solving, dependability and integrity.
- Exceptional communication skills: the ability to write, speak, and give presentations clearly and persuasively, particularly with the business community.
- Strong interpersonal skills, including the ability to work collaboratively with others and respond to differences with flexibility, self-awareness, and respect for others' identities and cultures.
- Project management skills.
- Sophisticated relationship-building skills: the ability to build trust and adapt communication styles to work effectively with a variety of stakeholders.
- Genuine interest and ability to foster healthy relationships between professionals and young adults, including skills in facilitating problem-solving conversations when

challenges or conflicts exist.

- Proficiency with Google Suite and Microsoft Office programs; specifically, a high degree of comfort with Microsoft PowerPoint and Excel.
- Fundraising skills and/or Spanish speaking skills a plus.

**How to Apply:**

For consideration, applicant must submit a cover letter, resume, and three references by January 25, 2021, to:

Tony Monfiletto, Executive Director

[info@futurefocusededucation.org](mailto:info@futurefocusededucation.org)

Qualified candidates will be contacted for an interview.

The position is estimated to begin February 2021.