



Future Focused Education Job Description

Job Title: CIS Internship & Alumni Director, FFE & CIS

Status: Full-time position

Future Focused Education (FFE) & Communities In Schools of NM (CIS) partnership:

Future Focused Education (FFE) and Communities In Schools (CIS) are collaborating to create a stronger, healthier and more vibrant Santa Fe community by building a career pathway program through paid internships and workforce training and opportunities for marginalized youth and young adults in Santa Fe. This collaboration follows on the heels of a successful 2020-21 Pilot in which FFE and CIS placed 6 Capital High School students in on-site, hybrid, and virtual paid internships with local employers.

Future Focused Education (FFE) is an Albuquerque-based nonprofit organization. Its mission is to create healthier and more prosperous communities by advancing the best education for students who need it the most. Future Focused staff collaborate locally and nationally with innovative schools, employers, and a breadth of community partners to advance practices, programs, and policies that improve equity and opportunity for young people.

Communities In Schools of New Mexico (CIS) is a community school initiative that partners with schools and school districts to surround students with a community of support, empowering them to stay in school and achieve in life. CIS partners with local businesses, social service agencies, health care providers, citizens, stakeholders and volunteers to ensure every young person has the support, tools and skills to stay on a positive school and life path.

Both CIS and FFE are committed to promoting racial and economic justice through our work with culturally diverse communities to transform education.

Position Summary:

FFE-CIS X3 Alumni Internship program provides paid work experience for marginalized high schoolers and recent graduates 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. Alumni will be embedded within a virtual network during their post-high school transition that will provide:

- Internship opportunities to develop marketable skills while providing links to local employers.

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

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- Assistance navigating the transition to college/career.
- Full-Ride Scholarship/s– eliminating the financial barriers to students.

Under limited supervision, and in collaboration with CIS, the primary role of the CIS Internship & Alumni Director is to design and implement a high school paid internship program and a post-high school transition initiative linking paid work experiences and credit bearing education. The CIS Internship & Alumni Director will work with the FFE Director of Workforce Learning and the ED of Communities In Schools, to engage students, 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. Long term, this person will also support the Director of Workforce Learning in establishing new markets for work-based learning in northern New Mexico.

In order to successfully establish and sustain critical partnerships, the CIS Internship & Alumni Director must be capable of communicating comfortably and effectively at various levels of institutional and company leadership in multiple business sectors, including: healthcare, IT, construction, business, government, and non-profit. In addition, the CIS Internship & Alumni Director must have the organizational skills to support the ongoing employer partner acquisition process, while simultaneously maintaining relationships with collaborators in education and workforce development arenas.

FFF and CIS are ambitious about supporting communities across northern New Mexico to develop their own approaches to work-based learning. 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 CIS Internship & Alumni Director will report to the Director of Workforce Learning and collaborate with the Future Focused X3 Team and CIS 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.

Program Development and Management

- Collaborate with FFE's research team on a needs assessment of CIS students to inform program design, targeting soon-to-be and recent high school graduates for post-secondary opportunities.
- Develop the internship program framework, collaborating with CIS staff and FFE Director of Student Support to include skill-building and social-emotional supports where needed.
- Provide coaching and support for participants during the early phases of program implementation.
- Provide guidance and support to CIS School Coordinators as they support interns within their student cohorts.

- 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.
- 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 CIS to create opportunities for participants to mentor younger students participating in the X3 internship program.
- Manage communication with CIS alumni by developing a range of social media platforms.
- Match alumni to FFE/X3 internship opportunities.

Employer Partner Acquisition

- Collaborate with CIS and 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, in particular in northern New Mexico.
- Support the Director of Workforce Learning in providing work-based learning technical assistance and consultation to schools, post-secondary institutions, and other organizations.
- In collaboration with the CIS Executive Director and leadership team, develop the CIS alumni program.
- Support X3 fundraising initiatives.

Work Environment:

Work is performed in both Albuquerque and Santa Fe, with Santa Fe as the target community, in a variety of business, education, and office space settings. Willingness to travel around Santa Fe 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. This work will occur in person and remotely.

Qualifications:

This individual should be committed to the vision and mission of FFE and CIS 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, applicants must submit a cover letter, resume, and three references to:

Tony Monfiletto, Executive Director

info@futurefocusededucation.org

Qualified candidates will be contacted for an interview.