



Future Focused Education Job Description

Job Title: Assistant Director for Workforce Learning

Status: Full-time position

Future Focused Education:

Future Focused Education (FFE) 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. 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. FFE 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 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. X3 NeXt is an outgrowth of this initiative specifically targeting high school graduates and young adults.

The Assistant Director must be able to communicate comfortably and effectively with a wide variety of stakeholders, have superior organizational skills, and have lived experience with unserved and marginalized populations.

Under limited supervision, the primary role of the Assistant Director for Workforce Learning is to:

1. Recruit new X3 employer partners,
2. Support the day-to-day management of the X3 and X3 NEXT programs; and
3. Support the expansion of X3 programming locally and around the state.

Key stakeholders for this position include:

- Employers to create internships, pre-apprenticeships, and apprenticeships,
- High Schools, and post-secondary partners; and,
- Interns currently in and out of high school.

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

FutureFocusedEducation.org | info@FutureFocusedEducation.org

FatPipe ABQ Coworking Space, 200 Broadway NE Albuquerque NM 87102

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

- Program development and management
- Previously supervised others
- Workforce development and/or training

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. Familiarity with Salesforce a plus.
- Fundraising skills and Spanish speaking skills are a plus.

How to Apply:

For consideration, applicant 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.
The position is estimated to begin January 2022.