



Future Focused Education Job Description

Job Title: X3 Work-based Learning Coordinator

Status: Full-time

Location: Albuquerque Area Preferred

Future Focused Education:

Future Focused Education 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 prosperous communities. 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. Future Focused is committed to promoting racial and economic justice through our work with culturally diverse communities to transform education and our communities.

Position Summary:

The Future Focused X3 and NeXt Internship program provides paid work experiences for 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. NeXt is an outgrowth of this initiative, specifically targeting high school graduates and young adults.

The X3 Coordinator must communicate comfortably and effectively with various stakeholders, have superior organizational skills, and have lived experience with underserved and marginalized populations. With the support of the X3 Lead Team and the Assistant Director for Workforce Learning, the X3 Coordinator promotes the success of the internship experience by developing internship opportunities with employers, partnerships with schools, and implementing effective support and programming for interns, employers, and other key partners.

Essential Duties and Responsibilities:

The X3 Coordinator, under the supportive supervision of FFE's Director of Workforce Learning, will collaborate with FFE leadership and X3 staff and work directly with key stakeholders. The descriptors below are illustrative only of the tasks performed by this position and are not all-inclusive. The position may include other duties as necessary or assigned.

X3 & X3 NeXt Intern Coaching

- Monitor and maintain proactive, problem-solving communication with X3 interns, X3 Mentors, and X3 Staff to ensure successful internship participation and completion.
- Provide regular support to X3 interns, offering 1-on-1 meetings and coaching.
- Cultivate positive relationships with X3 Employer Mentors to ensure strong lines of communication and support
- Provide support for mentor/intern orientations, training, etc., and offer ongoing feedback for improvement.
- Monitor interns' progress and learning milestones during internship sessions (e.g., ImBlaze tracking, 1:1 coaching/mentorship, site visits)

X3 & X3 NeXt Program Development and Management

- Cultivate strong relationships with high school and post-secondary institutions to cultivate future intern candidates and design programs, pathways, and supports.
- Collaborate with the X3 Operations Team to improve X3 processes and systems.
- Collaborate with the X3 Team to evolve internship programming.

Employer Relations

- Collaborate with the Assistant Director and Director of Workforce Learning to recruit new employer partners to achieve internship placement targets.
- Develop position descriptions in collaboration with employer partners.
- Effectively utilize Salesforce to manage the employer acquisition process.
- Cultivate and maintain relationships with employers and industry associations.

Professional Development

- Attend required professional development and training sessions (e.g., Coaches onboarding, training, and orientation)
- Research employer/community partner position descriptions and work settings for individual interns.
- Participate in community and employer-focused events to build professional networks and grow new partnerships.

- Engage in ongoing anti-racism training with FFE colleagues
- Engage in open and honest conversation with ourselves, our colleagues, our partners, and our stakeholders
- Attend all required staff meetings and training

Qualifications:

Background Check

Education

Associate or Bachelor's degree preferred.

Experience

- Work experience in areas related to education, case management, workforce training, youth programming, youth recreation, or mentorship, especially in settings serving opportunity youth.
- Experience in work-based learning or service-learning program development and implementation.
- Experience directly supporting youth via mentorship, case management, social work practice, teaching, or coaching.
- Experience and a passion for working with adolescence and young adults as they prepare to transition into adulthood. Experience working with young parents and young families is a plus.
- Experience with group facilitation.
- Experience working directly with and in programs that serve opportunity youth.

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 to students and employers.
- Strong interpersonal skills, including the ability to exercise cultural competency and manage multiple types of relationships in professional, educational, and outreach settings.
- Genuine interest and ability to build healthy relationships with youth and young adults.
- Strong group facilitation skills.
- Functional knowledge of Microsoft Office and Google Suite.
- Spanish language skills are highly preferred.
- Knowledge and connection to local communities.

Work Environment:

Work is performed in a variety of community and office space settings. Willingness to travel within Bernalillo County and reliable transportation is required. Evening, weekend, and/or holiday work may be required. FFE follows all CDC guidelines for their response to the COVID-19 pandemic; this includes responding to the need for hybrid and remote work-from-home conditions when needed.

Alignment with FFE's Guiding Principles

- We seek to work in collaboration
- We choose to influence rather than control
- We value local wisdom to inform our work
- We are responsive to the local community, and we follow through on our commitments
- We are learners, and we adapt based on the "data" we collect
- We use an asset-based perspective
- Transparent communication is a tool for growth
- We challenge ourselves to root all work in racial and economic justice
- Our mission "to provide the best education for the students who need it the most" informs and guides our work

How to Apply:

For consideration, the 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 on December 4, 2023.

Job Posting Ends- Nov 21, 2023