



## Future Focused Education Job Description

**Job Title: Assistant Director of Social-Emotional Learning & Internship Support**

**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-based learning opportunities for high schoolers and recent graduates from historically excluded and underinvested communities. X3 Interns 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 of Social Emotional Learning and Internship Support must be able to communicate comfortably and effectively with a wide variety of stakeholders, have superior organizational skills, and have lived experience working with young people or coming from communities that have endured historic, intergenerational trauma and systemic, institutional barriers to education and economic advancement. This full-time position will require occasional travel and offers a generous benefits package.

Under the supervision of the Director of Social Emotional Learning and Wellbeing, the primary role of the Assistant Director for Social Emotional Learning and Internship Support is:

1. Support the sustainable growth and success of the X3 program by developing effective systems, partnerships, training, and support for interns, schools and employer partners, and X3 Coaching staff.
2. Collaboratively support the day-to-day management of the internship program and oversee the team of X3 Coaches (staff and contractors)
3. Project manage and support X3's growth of group internships, including curriculum development and coordination of these experiences with school/community partners.

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

[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

The Assistant Director of Social Emotional Learning and Internship Support will collaborate with the X3 Leadership Team, composed of the Employer Relations and Operations Teams, to support the growth and development of the X3 Internship programming, as well as state-wide WBL initiatives. The descriptors below are illustrative only and not exhaustive.

### Program Development

- Support program development efforts and co-create systems that sustainably grow and support X3 at the intern, X3 Coach, mentor, and school/organizational levels.
- Grow the sophistication of X3 Coaching practices and differentiated levels of support and connection to family, school, and community-based supports.
- Offer weekly 1:1 coaching support to X3 Coaches, utilizing established supervisory practices that are collaborative, reflective, supportive, and asset-driven to cultivate leadership development and fidelity to X3's coaching philosophy.
- Oversee the staffing of X3 Coaches each internship session and be responsive to triaging acute issues that may arise, with support from the Director of Social Emotional Learning and Wellbeing.
- Design and facilitate X3 recruitment workshops, application, and interviewing processes with partners.
- Co-develop and facilitate annual X3 Coaches training, School Partnership Workshops, X3 Intern and Mentor Orientation and Training, internship site visits, and other professional development and engagement opportunities for interns, staff, and partners.
- Schedule, plan, and facilitate School Coordinator/partnership meetings
- Project manage group internships, including technical assistance and facilitation support when needed.
- Adapt and improve X3's 13-week Work Based Learning curriculum. Offer design and technical assistance to partners to customize the curriculum to the local context.

### Collaborative Program Management

- Lead Coaching team in efforts to develop and execute recruitment and school relationship building to maximize purposeful cultivation of future candidates to support the Employer Relations team's efforts for career pathway placement development.
- Lead the application and interview processes of X3 applicants, ensuring proactive coordination with school partners.
- Interview, assess, and appropriately match X3 Interns with employer partners.
- Co-lead the internship matching process with the X3 Lead Team.
- Support the management of internship placements within Salesforce
- Support the X3 Operations team in developing standard operating procedures, systems, and practices for the growth and scaling of the program.

### X3 Coaching Support

- 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 School Coordinators and partners to ensure strong lines of communication and support.
- Cultivate positive relationships with X3 Employer Mentors and Employer Relations Team to ensure strong lines of communication and support.
- Monitor interns' progress and learning milestones during internship sessions (e.g., learning plans, ImBlaze/Salesforce tracking, 1:1 coaching/mentorship, final exhibitions).

### Professional Development

- Will earn and maintain Youth Mental Health First Aid Certification.
- Will attend annual Nurtured Heart Approach Training and QPR Training.
- Will attend at least 1 additional training per year, emphasizing social-emotional learning, trauma-responsive practices, employer relations, leadership development, or other relevant topics to enhance the ongoing improvement and development of X3 coaching and support practices.
- Attend community-based meetings/coalitions relevant to enhancing the capacity of support for X3 Interns, as needed or appropriate.

### **Work Environment:**

Work is performed in various school and office settings, including hybrid conditions. Willingness to travel within the state to support partners and having reliable transportation is required. Evening, weekend, and/or holiday work may be required. In addition, traveling at least once a year outside New Mexico is expected.

### **General FFE Responsibilities:**

- Engage in professional development for Salesforce, Google Suite, Monday.com, and other platforms as necessary.
- Engage in honesty with ourselves, our colleagues, our partners, and our stakeholders.
- Engage in ongoing anti-racism training with FFE colleagues.
- Weekly 1:1 check-in meetings with supervisor and team members.
- Attend weekly in-person staff meetings.

*May include other duties as necessary or assigned*

### **Qualifications:**

#### Education

Licensed Master of Social Work (LMSW) or Licensed Clinical Social Worker (LCSW)

#### Experience

- At least five years of work experience in educational settings, positive youth development, and social work with transition-age youth (high school age to young adult).

- Program development and management.
- Supervisory experience, particularly with BSW/MSW practicum students.
- Training, curriculum, and/or professional development with adults and youth.
- Community and/or youth organizing experience is a plus.

### 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 effectively while attuning to the needs, communication, and learning styles of diverse audiences.
- 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 various 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 Suites, specifically, a high degree of comfort with Google Slides, Docs, and Sheets. Familiarity with Salesforce and Monday.com is a plus.
- Bilingual or multilingual skills preferred

### **How to Apply:**

For consideration, an applicant must submit a cover letter, resume, and three references to: Tony Monfiletto, Executive Director, [info@futurefocusededucation.org](mailto:info@futurefocusededucation.org)

Qualified candidates will be contacted for an interview.

This job posting closes on October 31, 2023

The position is estimated to begin November 2023