



Future Focused Education Job Description

Job Title: X3 Internship Manager: Business & Community

Status: Full-Time

Location: Albuquerque, NM with some statewide travel

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 community partners to advance practices, programs, and policies that improve equity and access for young people. FFE is committed to promoting racial and economic justice through our work with culturally diverse communities to transform education.

X3 Vision

We believe that young people are the experts of their own lives. The X3 paid internship program exists to create opportunities for young people from historically underrepresented communities to cultivate supportive relationships, strengthen confidence, and explore career and life opportunities. We collaborate with educators, community members, and employers to establish a support system for X3 interns so they transition into adulthood with strong personal agency and robust connections to create their futures.

About the Position

This is an exciting position for someone who wants to bridge the world of employment with the world of school. The X3 Internship Manager: Business & Community will support and cultivate relationships with employers in a variety of sectors, such as business, government, outdoor recreation, and others, to develop paid internships for high school and post-high school students. This position will have a small caseload of interns, support an intern coach, and work with X3 partner schools. The X3 Internship Manager: Business & Community must be able to communicate comfortably and effectively with a wide variety of stakeholders, have superior organizational skills, and have lived or professional experience with historically underrepresented populations.

With the support of the Director of X3 and Director of Work-Based Learning, the primary duties of the X3 Internship Manager: Business & Community are to:

1. Sustain and deepen employer partners through all the stages of the internship - recruitment, onboarding and orientation, regular check-ins, and problem-solving, as needed
3. Support the day-to-day management of the X3 and X3 NEXT programs
4. Directly coach between 2-5 interns
5. Supervise and support the Business & Community Coach

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6. Collaborate on X3 events for interns and mentors
7. Maintain up-to-date data in Salesforce related to employer partners and interns

Essential Duties and Responsibilities:

The descriptors below are illustrative only of the tasks performed by this position and are not all-inclusive.

Mentor recruitment and relationship development

- Maintain and deepen relationships with employer partners. Recruit new employer partners either 1:1 or through attending association meetings (such as chambers of commerce)
- Along with the X3 team, develop different ways of supporting employer partners, such as industry-specific gatherings or a check-in framework
- Based on industry research, develop career pathways identifying a sequence of internships with increasing skill and potential education requirements

Coach Support

- With support from the X3 Director and Assistant Director of Social Emotional Learning, support the part-time (25 hours/week) intern coach
- Hold weekly check-ins with the coach, which will include reflective space as well as ensuring work tasks are completed

Intern Support

- This position will coach a small number of interns (between 2 and 5, depending on the session). This involves weekly or every-other-week check-ins, ensuring that internship milestones (learning plan, midpoint site visit, final exhibitions) are completed, and general problem-solving.
- Participate in X3 coaching training.

School Partnerships

- With the support of the X3 director and team, deepen and strengthen partnerships with schools participating in X3. Collaborate with school staff to identify, recruit, match, and support interns.
- Maintain open, proactive, and responsive communication with school staff to support interns.
- With the X3 team, support Intern Onboarding and Orientation.

Work Environment:

Work is performed in a variety of school and office space settings. Willingness to travel within city limits and reliable transportation is required. Evening, weekend, and/or holiday work may be required. In addition, there may be some statewide or national travel.

General FFE Responsibilities:

- Engage in honesty with ourselves, our colleagues, our partners, and our stakeholders
- Engage in ongoing anti-racism training with FFE colleagues

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- Engage in professional development for assessment, Social Emotional Learning, Salesforce, Google Suite, and other platforms as necessary
- Weekly 1:1 check-in meetings with the supervisor and team members
- Attend weekly in-person staff meetings

- Schedule meetings and ensure Google calendar invites are issued to all participants
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May include other duties as necessary or assigned

Qualifications:

Education: Bachelor’s degree

Experience

- Three to five years of experience in the areas related to education, social work, case management, workforce development, youth programming, or mentorship
- Experience in work-based learning or service-learning program development and implementation.
- Experience and a passion for working with adolescents and young adults as they prepare to transition into adulthood.
- Experience with group facilitation with youth and adults
- Experience working with community partners and employers, which may include sales experience

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 and relationship-building 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.
- Proficiency with Google Suite and Microsoft Office programs. Familiarity with Salesforce a plus.
- Fundraising skills and Spanish speaking skills are a plus.

How to Apply:

For consideration, the applicant must submit a cover letter, resume, and three references to: Rebecca Belletto, X3 Director, at info@futurefocusededucation.org

Qualified candidates will be contacted for an interview.

This job posting closes on November 29 and is estimated to begin in January 2025.

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