

Job's for Michigan Graduates (JMG) Specialist

Do you have a passion for working with our area's youth? **Northwest Michigan Works!** is seeking a **dynamic and compassionate** individual to fulfill the role of JMG Specialist at one or more schools located within Charlevoix and Emmet counties. The role is responsible for helping young people stay in school through graduation and for providing work-based learning experiences in a classroom setting that leads to career advancement opportunities and/or assists them in enrolling in a postsecondary institution.

Responsibilities and Duties

- Responsible for teaching youth in a group setting. Uses teaching techniques to provide work-based learning experiences that will lead to career advancement opportunities.
- Provides appropriate curriculum and ensures youth achieve specific school driven competencies through classroom instruction; teaches by using a variety of methods including lectures, hands-on activities, and team teaching.
- Organizes, creates, and implements new projects while evaluating and improving the existing services.
- Ensures an appropriate roster of youth by directly recruiting youth and obtaining referrals from an Advisory Committee, school personnel, and parents; holds interviews with prospective candidates and those making referrals to determine, using JAG guidelines, the appropriateness of the prospective youth for the program.
- Tailors the program and teaching methods for the needs of each specific youth and implements an intervention strategy for each individual.
- Case Management for all youth, responsible for follow up services for past participants and employer outreach.

Qualifications, Knowledge, Skills and Abilities

- Preference for Teacher Certification
- Bachelor's degree or equivalent in education, social or human services or related field preferred.
- Experience working with youth in an educational setting.
- Experience in education, human services or related field.
- Ability to develop effective partnerships and collaborative relationships.
- Excels at working with and a part of a diverse team of professionals in education and business.
- High level of customer service and interpersonal skills.
- Excellent oral and written communication skills.
- Demonstrated competence in Microsoft Office and other software.
- Organized and energetic with an optimist attitude.
- Understanding of at risk youth and family dynamics.
- Possession of a valid driver's license and insurable to drive agency and school vehicles.
- Working knowledge of community resources.
- Case management including data entry.
- Proficient with Google suite operation, social media, and business software.

Compensation

This is a full-time salaried position paying \$45,000 per year. The employee is entitled to the Northwest Michigan Works! benefits package including: Comprehensive health, dental and vision insurance with employer paid premiums; life insurance; employer paid deferred compensation retirement package; paid vacation, paid sick leave, personal time, and paid holidays.

Please send resume and cover letter to Cristal Guinan, HR Director:

cristal.guinan@networksnorthwest.org