

# Job's for Michigan Graduates (JMG) Specialist

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Do you have a passion for empowering youth and shaping futures? Northwest Michigan Works! is seeking a compassionate, energetic, and mission-driven professional to join our team as a **Jobs for Michigan's Graduates (JMG) Specialist**. This full-time role supports students in achieving high school graduation, career readiness, and postsecondary success at one or more schools in Charlevoix and Emmet counties.

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## Key Responsibilities

### Instruction & Program Development

- Deliver engaging, work-based learning experiences through group instruction using effective teaching methods.
- Design and implement curriculum aligned with school-based competencies, including lectures, hands-on projects, and team teaching.
- Launch new initiatives and continually improve existing programs.

### Youth Engagement & Support

- Recruit student participants through collaboration with school staff, advisory committees, and parents.
- Conduct interviews and assessments based on Jobs for America's Graduates (JAG) standards.
- Develop individualized support and intervention plans to meet student needs.
- Provide ongoing case management, employer engagement, and follow-up services.

### Program Oversight & Administration

- Track and evaluate program outcomes while maintaining accurate and confidential student records (digital and physical).
- Attend and contribute to regional and statewide training, meetings, and professional development.
- Build partnerships with community organizations, postsecondary institutions, and service agencies.
- Coordinate logistics for events and activities, including community outreach and program publicity.
- Supervise and chaperone students on college visits, employer tours, leadership conferences, and service projects (travel required within Michigan and potentially out of state).

### Career Readiness & Workforce Integration

- Guide students in exploring career pathways through assessments, job search support, and mentorship.
  - Arrange and manage youth work experiences, ensuring paperwork accuracy and successful placements.
  - Connect students with Michigan Works! resources to enhance their employment and educational opportunities.
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## Qualifications

### Education & Experience

- Bachelor's degree or equivalent professional experience in education, human services, or a related field.

- Prior experience working with youth, especially in educational or social service environments.

### **Skills & Abilities**

- Proficient in Microsoft Office, Google Workspace, and digital communication tools.
- Experience with case management, data entry, and performance tracking.
- Strong interpersonal skills with a talent for building collaborative relationships.
- Excellent written and verbal communication.

### **Personal Qualities**

- Highly organized, optimistic, and self-motivated.
- Insight into the challenges faced by at-risk youth and their families.
- Familiarity with community resources and youth support networks.

### **Additional Requirements**

- Valid driver's license with insurability to operate agency and school vehicles.
- Willingness to travel for student events and off-site activities.

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### **Compensation & Benefits**

This is a **salaried position** paying **\$45,000 per year**. The role includes a comprehensive benefits package:

- Employer-paid health, dental, and vision insurance
- Life insurance coverage
- Employer-funded retirement plan
- Generous paid time off including vacation, sick leave, personal days, and holidays

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### **How to Apply**

Please submit your **resume** and **cover letter** by June 6, 2025 to:

**Cristal Guinan**

[cristal.guinan@networksnorthwest.org](mailto:cristal.guinan@networksnorthwest.org)