

Northwest Michigan Works!

Job Title: Northwest Michigan Works! Jobs for Michigan's Graduates (JMG) Specialist

Department: Youth Services

FLSA Status: Exempt

Position Summary

The JMG Specialist is responsible for supporting young people in completing their education and preparing for career advancement opportunities. This includes facilitating work-based learning experiences in a classroom setting and assisting students with enrollment in postsecondary institutions. This part-time professional role collaborates with local and intermediate school districts and engages directly with program youth, school staff, employers, and community organizations to ensure student success.

Supervision

- Reports directly to the Northwest Michigan Works! Youth Services Regional Director
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Key Responsibilities & Essential Duties

The JMG Specialist may be responsible for the following tasks, including but not limited to:

Instruction & Program Development

- Facilitate group instruction using effective teaching techniques to deliver work-based learning experiences.
- Develop and implement curriculum that aligns with school-driven competencies through lectures, hands-on activities, and team teaching.
- Organize and execute new projects while evaluating and improving existing services.

Youth Engagement & Support

- Recruit and select youth participants by obtaining referrals from advisory committees, school personnel, and parents.
- Conduct interviews using Jobs for America's Graduates (JAG) guidelines to assess program suitability for prospective youth.
- Customize program activities to meet individual student needs and develop personalized intervention strategies.
- Provide case management, follow-up services, and employer outreach to ensure youth success.

Program Oversight & Administration

- Monitor, evaluate, and document program activities and effectiveness. Maintain accurate customer records (both electronic and physical) in compliance with confidentiality requirements and organizational standards.
- Participate in regional and statewide meetings, training sessions, and professional development activities.
- Build and maintain strong relationships with local community organizations, post-secondary providers, and human services agencies to enhance program offerings.
- Organize and carry out tasks for events and programs to reach team goals (such as logistics, publicity, community outreach)
- Supervise and chaperone students during leadership conferences, college tours, employer visits, and community service events (which may require travel within Michigan or out of state).

Career Readiness & Workforce Integration

- Mentor students by providing career assessments, job leads, guidance, structure, and support.
- Coordinate youth work experiences, ensuring proper paperwork completion and appropriate job placements.
- Integrate students into the Michigan Works! system to maximize available resources.

Required Qualifications & Skills

- Education & Experience
 - Bachelor's degree or equivalent experience in a related field.
 - Experience working with youth in an educational or human services setting.
- Technical & Professional Skills
 - Proficiency in Microsoft Office, Google Suite, social media, and other business software.
 - Case management experience, including data entry and tracking.
- Interpersonal & Communication Skills
 - Ability to build effective partnerships and collaborative relationships.
 - Strong customer service and interpersonal skills.
 - Excellent oral and written communication abilities.
- Personal Attributes
 - Highly organized, energetic, and optimistic.
 - Understanding of at-risk youth and family dynamics.
 - Familiarity with community resources.
- Additional Requirements
 - Possession of a valid driver's license and ability to be insured to drive agency and school vehicles.
 - Willingness to travel for program events and student activities.

Physical Demands

- **General Requirements:**
 - Regular talking and hearing, frequent use of hands and arms for tasks such as typing, handling materials, and reaching.
 - Occasional physical activity, such as climbing, stooping, and kneeling.
 - Visual requirements include close, distance, color, and peripheral vision, as well as depth perception and the ability to adjust focus.
 - Able to lift up to 25 pounds – including hauling materials in and out of cars and/or up and down stairs.
 - Occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

Work Environment

- **Office Setting:**
 - This role is primarily performed in a school or professional office environment with the use of standard office equipment (e.g., computers, phones, photocopiers).
 - The noise level is typically minimal but may vary depending on specific classroom assignment.
- **Accommodations:**
 - Reasonable accommodations will be provided to enable individuals with disabilities to perform the essential functions of the job.

Travel Requirements

- **Travel:**
 - Primarily during business hours, with occasional overnight travel required for meetings, conferences, and training.

Job Description Acknowledgment

This job description outlines the core duties and requirements of the position, which may evolve over time. The position is subject to review and amendment as needed.

Employee Acknowledgment

By signing below, I acknowledge my understanding of the responsibilities and expectations of this position.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____