

Job's for Michigan Graduates (JMG) Specialist

Northwest Michigan Works! is seeking a **dynamic and compassionate** individual to fulfill the part-time role of **JMG Specialist** in Wexford County. 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. This 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.

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.

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.

Compensation

This is a part-time position (20 hours/week) with an hourly rate of \$21.65 per hour.

Please send resume and cover letter to Sara Keinath

sara.keinath@networksnorthwest.org