

# Job's for Michigan Graduates (JMG) Specialist

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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 full-time role of **JMG Specialist** in Cadillac, MI . The role is responsible for helping young people identify a pathway for post-secondary success while overcoming individual barriers, blending life skills and career education in a classroom setting as well as project-based learning in the community. Jobs for Michigan's Graduates is the Michigan affiliate of the national Jobs for America's Graduates (JAG) network, one of the largest and most successful student-centered programs that help young people achieve their fullest potential. This position would be working with students primarily in middle school, with one class at the high school level.

## Responsibilities and Duties

- This high-performing role provides services consisting of instruction, mentoring, employability skills training, and postsecondary transition services.
- Identify, recruit, instruct, and counsel young people who need assistance overcoming personal challenges to reach their full potential as both a learner and a future member of the workforce.
- Work closely with community partners to ensure the continued success of program participants.
- Case Management for all youth, responsible for follow up services for past participants and employer outreach.

## Qualifications, Knowledge, Skills and Abilities

- Bachelor's degree (or equivalent experience) in education, social or human services or related fields preferred.
- Organized and energetic with an optimistic attitude.
- Experience working with youth in an educational setting. Understanding of at risk youth and family dynamics preferred..
- Ability to develop effective partnerships and collaborative relationships. Working knowledge of community resources is preferred.
- Excellent oral and written communication skills. High level of customer service and interpersonal skills.
- Possession of a valid driver's license and insurable to drive agency and school vehicles.
- Case management including data entry.
- Proficient with Google suite operation, social media, and business software.

## **Compensation**

This is a full time salaried position with a salary of \$45,000 per year. The employee is entitled to the Northwest Michigan Works! benefits package that includes: comprehensive health, dental and vision insurance with employer paid premiums; life insurance; disability, an employer paid deferred compensation retirement package; paid vacation, paid sick leave, personal days and paid holidays.

**Please send résumé and cover letter to Sara Keinath**

**[sara.keinath@networksnorthwest.org](mailto:sara.keinath@networksnorthwest.org)**