

## Job Description

### NATIONAL PARTNERSHIPS MANAGER

#### Who We Are:

CareerWise is a nationally-recognized nonprofit organization that creates life-changing opportunities for the youngest generation of America's workforce. We build industry-led, student-centered, modern youth apprenticeships through classroom and on-the-job learning providing flexible, alternative pathways to economic mobility. We have hundreds of CareerWise apprentices in the workplace, charting new paths to academic and career success. In addition, workforce and education leaders from across the country have visited CareerWise to learn about our youth apprenticeship model. As a result, our programs have launched in multiple states, leveraging our institutional knowledge, technology, and infrastructure.

#### Who We're Looking For:

CareerWise has affiliates in a number of cities across the country and we need a National Partnerships Manager who will help partners in partner communities (outside of Colorado) successfully design, launch, implement, and improve youth apprentice initiatives. Diversity, Equity, and Inclusion are core to who you are – you are good at building trust and maintaining strong relationships with diverse stakeholders and you are intentional about embodying these values and embedding them in your work. You thrive in a high energy, dynamic team like ours. We collaborate, engage in healthy debate, pivot quickly based on real-time learning, and jump in wherever our skills are needed. You do not shy away from complex challenges and are able to think critically and deliver creative solutions informed by your own expertise and understanding of each unique community we serve.

#### Job Summary

Reporting to the CareerWise USA Director of National Partnerships, the National Partnerships Manager will help partner communities synthesize and adapt what other CareerWise communities are doing to inform and direct strategic guidance. You will develop high quality materials that can be leveraged across multiple communities.

#### What You'll Be Doing:

- **TECHNICAL SUPPORT** | You support nationwide partners to launch, implement, and sustain high-quality youth apprenticeship initiatives through individualized technical assistance and strategic support. You have an understanding of the youth apprenticeship system, various phases through implementation, and common challenge areas to inform how time is best spent in support of each partner.
- **DEVELOP HIGH-QUALITY DELIVERABLES** | You execute on defined scopes of work aligned to key phases and priorities, determine additional areas of strategic need for CareerWise partners, and collaborate with your colleagues to complete activities and deliverables (e.g., strategic plans, one-pagers, informational memos, slide decks) that our partners can leverage to advance local youth apprenticeship efforts.
- **COLLECTIVE LEARNING NETWORK** | You help foster a nationwide collective of fellow practitioners in youth apprenticeship and facilitate collaborative learning opportunities with peer groups and communities of practice. You synthesize challenges, learnings, and takeaways from partner engagements to inform continuous improvement efforts across communities.
- **EXPANSION AND STRENGTHENING** | You work with your team to build and expand partnerships and access to high-quality youth apprenticeships across the country. You strengthen internal structures, strategies, and project management tools to optimize impact. You will support your assigned partners by recommending and delivering high-quality solutions and through a deeper understanding of community needs, challenges, and opportunities.
- May perform other duties as assigned

**Key competencies to be successful in this role:**

- **Strategic thinking:** Makes connections and integrates findings into meaningful and actionable strategies or solutions.
- **Problem solving:** Analyze complex issues, collaborate with diverse stakeholders, and adapt to unique communities to determine solutions and strategies for core challenges
- **Entrepreneurial mindset:** Adapts to complexities and differences between markets and proactively applies creativity when developing and proposing solutions
- **Organization and management skills:** Ability to organize, prioritize, track, and manage workflow and resources related to priorities, goals, and strategies
- **Excellent relationship-building skills:** builds trust and fosters collaboration with internal and external partners; listens and acts so others feel heard and understood
- **Ability to deliver high quality materials under tight timelines**
- **Embodies a “customer first” mindset:** provides support to stakeholders, partners, and communities; forecasts and addresses potential issues and can proactively develop solutions
- Demonstrates a commitment to the principles of DEI (Diversity, Equity, and Inclusion)
- Lives out the CareerWise values and has a passion for the CareerWise mission and vision

**Additional proficiencies:**

- Experience using a similar CRM and databases (*preferably* Salesforce)
- Excellent communicator (written and verbal)
- Adept facilitator
- Experience using Microsoft Office and Google Suite and project management software
- Experience and comfort working in a fast-paced, rapidly changing environment
- Ability to understand and interpret the multiple complexities of the evolving youth apprenticeship movement

*The above statements are intended to describe the essential functions of the job being performed by employees assigned to this classification. The duties listed are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. With the evolution of the organization and this role, the responsibilities of this position may change at any time.*

**Location:**

This role is based in Denver, Colorado. Given the various locations of our partners, regular travel to partner communities will be required for this role. CareerWise staff typically work a hybrid work schedule with varying days in the office and other days remote. Remote work is not guaranteed and the schedule must be approved by the supervisor. There may be occasions (possibly 1-3 times per year) for staff to gather together in person. Exceptions will be made for special circumstances.

**Compensation:**

The starting salary range for this role is: \$68,958 (min) - \$76,915 (mid) annually and this role is not covered by the minimum wage and overtime provisions of the FLSA. CareerWise offers a generous benefits package including group medical, dental, and vision plans, short-term disability, 100% vested 401k plan with a 3% employer contribution, and flexible time off.

**How to apply:**

To be considered for this role, email **Jill Armington** ([jill.armington@careerwiseusa.org](mailto:jill.armington@careerwiseusa.org)) a copy of your resume by the COB **Wednesday, January 24, 2024**. If you are an internal CareerWise staff member and have interest in this role, please provide your resume and submit the [CW Internal Transfer Form](#).

**Working conditions and physical requirements:**



The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to

enable individuals with disabilities to perform the essential functions. Usual office environment with frequent sitting, walking and standing. Frequent use of eye, hand, and finger coordination for use of standard office equipment. Oral and auditory capacity required for interpersonal communication as well as communication through automated devices such as the telephone and online video conference platforms (like Google, Zoom, MS Teams, Webex, etc.)

*We are an Equal Opportunity Employer that values diversity at all levels. All individuals are encouraged to apply. If you need assistance or accommodation due to a disability, you may contact us at:*

[careers@careerwisecolorado.org](mailto:careers@careerwisecolorado.org)

Title: <b>National Partnerships Manager</b>	FLSA Status: <b>Exempt</b>
Reports to: <b>Director of National Partnerships</b>	Pay Band: <b>3a</b>



**[INCLUDE THIS WITH THE JOB DESCRIPTION IF POSTING A VACANCY INTERNALLY &/OR EXTERNALLY]**

**Sound interesting?**

We look forward to hearing from you! Please email your **resume** directly to the contact listed below. If you have a **LinkedIn profile**, please share it with us. In your **email/cover letter**, please answer these two questions when you provide your resume:

- 1: Why are you interested in joining CareerWise?
- 2: What can you bring to this position?

Apply online here: **{LINK}**

**Contact for this role:** Name, Title

**Email:** name@careerwise\_\_\_\_.org

*We are an Equal Opportunity Employer that values diversity at all levels. All individuals are encouraged to apply. If you need assistance or accommodation due to a disability, you may contact us at: [careers@careerwisecolorado.org](mailto:careers@careerwisecolorado.org)*

**[IF POSTING A VACANCY INTERNALLY ONLY]**

This position is currently open to internal candidates only. Interested candidates must have a year or more of **[specific title or type of work]** work for CW. To be considered for this role, email **[hiring manager or director]** with a completed Internal Transfer Form and a copy of your resume by the COB on **[DAY, MONTH, DATE, YEAR]**.

**Contact for this role:** Name, Title

**Email:** name@careerwise\_\_\_\_.org

