

Jobs for Michigan's Graduates (JMG) Specialist

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 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.

Responsibilities and Duties

- Responsible for teaching youth in a group setting. Uses teaching techniques to provide work-based learning experiences that will lead to career advancement opportunities.
- Provides appropriate curriculum and ensures youth achieve specific school driven competencies through classroom instruction; teaches by using a variety of methods including lectures, hands-on activities, and team teaching.
- Organizes, creates, and implements new projects while evaluating and improving the existing services.
- Ensures an appropriate roster of youth by directly recruiting youth and obtaining referrals from an Advisory Committee, school personnel, and parents; holds interviews with prospective candidates and those making referrals to determine, using JAG guidelines, the appropriateness of the prospective youth for the program.
- Tailors the program and teaching methods for the needs of each specific youth and implements an intervention strategy for each individual.
- 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 in education, social or human services or related field preferred.
- Experience working with youth in an educational setting.
- Experience in education, human services or related field.
- Ability to develop effective partnerships and collaborative relationships.
- Excels at working with and a part of a diverse team of professionals in education and business.
- High level of customer service and interpersonal skills.
- Excellent oral and written communication skills.
- Demonstrated competence in Microsoft Office and other software.
- Organized and energetic with an optimist attitude.
- Understanding of at risk youth and family dynamics.
- Possession of a valid driver's license and insurable to drive agency and school vehicles.
- Working knowledge of community resources.
- Case management including data entry.
- Proficient with Google suite operation, social media, and business software.

Compensation

This is a full-time position (40 hours/week) with an hourly rate of \$21.65 per hour.

Please send resume and cover letter to Sara Keinath

sara.keinath@networksnorthwest.org