

Jobs for Michigan's Graduates (JMG)

Specialist/Career Advisor

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 role of **JMG Specialist and Career Advisor** in Antrim, Charlevoix, and Emmet counties. 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. The selected candidate will also meet individually with some young adults to help them create career goals that are achievable, and will support them as they make decisions and take action to realize those goals. They will also act as a mentor, empowering their program participants to make life-changing decisions by providing appropriate and specific evaluation, analysis, and problem-solving skills; and work to connect them with services they need to achieve their employment goals.

Responsibilities and Duties

- Responsible for teaching youth in a group setting and individually. Use appropriate curriculum and teaching techniques to provide career related information and work-based learning experiences that will lead to career advancement opportunities.
- Meet with participants one-on-one to develop customized training, education and employment goals.
- Tailors the program and teaching methods for the needs of each specific youth and implements an intervention strategy for each individual to overcome barriers and reach their goals.
- Provide comprehensive assessments and evaluation of results to help participants identify, enroll in, and complete suitable training programs.
- Provide case management and follow up services for past participants.
- Ensures an appropriate roster of youth by directly recruiting youth and obtaining referrals from an Advisory Committee, school personnel, self-referrals, and parents; holds interviews with prospective candidates and those making referrals to determine the appropriate program placement.
- Organizes, creates, and implements new projects while evaluating and improving the existing services.
- Develop and maintain customer files, both electronic and physical.

Qualifications, Knowledge, Skills and Abilities

- Organized and energetic with an optimistic attitude.
- Bachelor's degree or equivalent in education, social or human services or related fields preferred.
- Experience working with youth in an educational setting.
- Experience in education, human services or related fields.
- Lead, coach, and mentor participants in a positive manner.
- Case management skills including data entry.
- Comfortable with public speaking and leading a class in discussions, activities, field trips, etc.
- Understanding of at risk youth and family dynamics.

- High level of customer service and interpersonal skills.
- 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.
- Excellent oral and written communication skills.
- Demonstrated competence in Microsoft Office and other software.
- Possession of a valid driver's license and insurable to drive agency and school vehicles.
- Proficient with Google suite operation, social media, and business software.

Compensation

This is a full-time salaried position paying \$45,000 per year. The employee is entitled to the Northwest Michigan Works! benefits package including: Comprehensive health, dental and vision insurance with employer paid premiums; life insurance; employer paid deferred compensation retirement package; paid vacation, paid sick leave, personal time, and paid holidays.

Please send resume and cover letter to Cristal Guinan, HR Director:

cristal.guinan@networksnorthwest.org