



**StreetWise Partners
Community Outreach and Program Support Manager**

Are you a champion for economic and racial equity?

Are you committed to tackling systemic opportunity gaps that have prevented adults from accessing professional careers and upward mobility?

Are you inspired to help StreetWise Partners drive impact and expand?

Mission:

The mission of StreetWise Partners is to leverage mentorship to increase employment opportunities in New York City, Washington, D.C. and Michigan. StreetWise Partners pairs volunteers with mentees who are unemployed or underemployed to provide them with the skills, resources, and networks they need to secure and maintain employment.

Organizational Description:

For 25 years, StreetWise Partners has driven economic and career success for adults from overlooked and under-resourced communities. StreetWise Partners' one-year mentoring program provides customized, individualized mentorship for internship and job seekers while helping them establish an expansive professional network made up of hundreds of advocates who open doors and support long term career success. StreetWise Partners launched its first program in New York City in 1997, expanded to Washington D.C. in 2006 and to Michigan in 2019. Since inception, StreetWise Partners has served 8,000 mentees through the support of 15,000 mentors.

Position Overview:

StreetWise Partners seeks an entrepreneurial Community Outreach and Program Support Manager who is excited to design and execute effective client recruitment strategies. The Manager will drive mentee recruitment in Michigan with the goal of enrolling 80+ StreetWise Partners job seekers annually. The Manager will create a dynamic recruitment plan that includes building relationships with community organizations and colleges, leveraging marketing and social media, relationship building with local leadership and engaging the community at large. The Manager will be responsible for processing applications, scheduling and conducting intake assessments and managing logistics for recruitment events and information sessions. The Community Outreach and Program Support Manager will also be responsible for supporting the preparation and logistics of our mentoring program, with new programs being launched every quarter.

This is a full-time position in Southeastern, Michigan and reports to the Michigan Program Director. The role is hybrid. Some evenings are required.

Responsibilities include:

Recruitment

- Design a comprehensive recruitment strategy to enroll 80+ program participants each year, meeting key demographic targets. Design outreach communication and marketing materials.

- Identify, develop and cultivate relationships with 15+ community organizations (social service agencies, colleges, and government agencies) in order to sustain a pipeline of candidates with a focus on mutually beneficial long-term partnerships.
- Schedule and facilitate mentee information sessions; create engaging presentations in order to excite potential applicants.
- Schedule and conduct mentee intake assessments and make final acceptance decisions.
- Participate in the mentor-mentee matching process for 80 mentoring pairs each year; develop strategies to create strong matches based on industry, demographics, communication style and personality traits.
- Use Salesforce to track the recruitment process, maintain accurate records and create reporting data.

Program

- Support the preparation and logistics of our 13 week mentoring program, including weekly program emails, special events communications and updating attendance documents.
- Conduct preliminary program participant assignment checks and communicate late submissions to the appropriate parties. Offer guidance to mentees when trends arise such as time management and communication.
- Conduct check-in calls with mentees to assess mentor/mentee relationships and challenges. Provide support to mentoring pairs through mediation meetings, community referrals and problem-solving sessions.

Qualifications

- Bachelor's Degree or equivalent experience; 2+ years working in social services, experience in community outreach or recruitment/admissions is a must.
- Eagerness to share lessons learned, creatively problem solve, explore best practices and continuously improve service delivery.
- Strong presentation, negotiation, communication, sales, and influencing skills.
- Excellent communication, public speaking and presentation skills.
- Committed to social justice and racial equity; sincere interest in the mission.
- Strong technical aptitude (Microsoft Office Suites/Excel, Slides/PowerPoint, Salesforce etc.), project management, and organizational skills with detailed follow-through abilities.

Benefits:

- Comprehensive benefits package including 100% health care coverage for individuals.
- 5 weeks of paid vacation.
- Flexible work hours, select summer Fridays off and remote working opportunities post-COVID.

To Apply:

Please send a cover letter and resume with your salary requirements to jobs@streetwisepartners.org with "Michigan Community Outreach and Program Support Manager" in the subject line. No calls please. We will contact only those applicants with whom we plan to set up an interview.

StreetWise Partners is an equal opportunity employer. We value and welcome diversity in the workplace and strongly encourage all qualified persons to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. For more information about StreetWise Partners please visit: www.streetwisepartners.org