



EMPLOYER ENGAGEMENT Manager

Position Overview

The Employer Engagement Manager works closely with employer partners and JAG-NM classrooms to develop opportunities that engage student passions for future careers. This role will implement the progressive JAG-NM Employer Engagement model with the intention of creating customized high-quality work-based learning experiences.

Position Type

Employment

\$20-\$25 Hour, depending on experience

Full - Time, position ends June 30, 2024, with possibilities of continued employment

Work from home

Flexible schedule

Essential Functions

- Builds and maintains strong relationships with employer partners
- Cultivates and maintains a network of existing and potential employer partners (local, state and national) and training providers to engage them in access career pathways, quality jobs and work based learning experiences for students
- Identifies, researches, and contacts partners that fit within the organizational strategy
- Effectively conveys JAG-NM's mission, vision, and programs to potential employer partners
- Creates customized learning experiences for employers, such as work-based learning, structured job shadows, internships, and registered apprenticeships
- Accurately maintains employer records
- Works with internal Strategic Development Managers to build upon existing relationships with donors to expand network of employer partners
- Prospect for new employer partners in communities where new programs launch
- Works with the Executive Director to create ongoing communications for employer groups, such as newsletters, spotlights, etc.
- Liaises with Program Managers and Education Specialists to effectively unite employers and students
- Ensure employers are connected to the classrooms in their region to maintain the most productive partnerships possible
- Serves as a resource to the JAG-NM classrooms in the development of student fundraising activities
- Prepares students for different opportunities related to employer participation
- Builds and maintains relationships with non-employer community partners, such as other

- nonprofit organizations, community colleges, intermediaries, workforce development, and more
- Analyzes and shares applicable workforce data
- Provides data to external stakeholders, such as school personnel, and business/industry partners
- Share data, trends, and analysis with Executive Director and Executive/Leadership Teams
- Increases external visibility and reach of the organization
- Participates in regional public relations activities, coordinates meetings, speaks to various community groups, and talks to legislators and industry leaders
- Assists the Events Committee with special events and statewide student activities with the intention of maximizing employer engagement
- Advocates for the JAG-NM program and enhance its visibility in all external interactions
- Performs other duties as assigned

Required Skills

- Experience in managing complex inter-departmental projects
- Excellent communication skills, both written and oral
- Ability to motivate others and build relationships
- Proficiency in MS Office, Salesforce, and Google applications
- Proficiency in Content Management Systems
- Understanding of registered apprenticeship programs
- Passion for the JAG-NM mission
- Frequent day travel required

Job Qualifications

- Bachelor's degree in communications, business, public relations, or a related field
- 3+ years experience in a workforce placement or non-profit

To Apply, email cover letter and resume to kaity@jagnm.org
by March 29, 2024

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