



BUILDING HOPE | CHANGING LIVES

Title: Employment and Education Placement Manager

Reports to: Program Director

Direct Reports: Program Assistant

Position Overview: The Employment and Education Manager serves as the primary liaison between Café Reconcile's Employment partners and Café Reconcile interns. This position requires a deep-seated belief in all the young people Reconcile serves and the mission. The EEM must have exceptional follow-up and follow through with an intense attention to detail. This position also requires extraordinary relationship creating, building, and maintaining skills. Familiarity with, and contacts in the New Orleans restaurant and hospitality industry as well as the school system(s) a plus.

Success Looks Like:

- **Every Reconcile Intern having a post-Reconcile plan for employment, education or both**
- **Accurate data tracking of intern outcomes and identify areas for improvement**
- **Having high standards and expecting the best from Interns every day**
- **Besting Reconcile's current annual average of an 82% post-program connectivity rate**
- **Striving for high-wage placements for Reconcile interns**
- **Frequent follow up on past Interns to offer continued support and advice**
- **Frequent follow up with Employment Partners to ensure a deep level of collaboration**

Hours: Monday through Friday, 8:30 AM to 5 PM with a weekly expectation of arrival at 8AM to attend word of the day (WOD). Will include after-hours for events like graduation, alumni events and donor engagement functions.

Primary Responsibilities:

- Planning and implementing the job application process for all Café Reconcile Interns
- Creating, building and maintaining relationships with employment partners throughout the city
- Organize semi-annual partner meetings to thank and improve partner relations
- Seek out new employment partners
- Track graduates for one year post-graduation and update database with salary, job, and education information
- Organize and execute three graduation ceremonies each year
- Data tracking and management
- Create and facilitate Foundational Skills workshops (resumes, Reasons to Call Out, Social Media, etc.)
- Organize field trips and mock interviews
- Onboarding and supporting the Program Assistant while maintaining Reconcile's relationship with the Jesuit Volunteer Corps
- Creating, building and maintaining relationships with schools and universities to support Reconcile interns if and when they choose to matriculate
- A personalized professional development plan to build skill set around supporting and serving Opportunity Youth
- Demonstrate positive leadership characteristics with team members and program participants, specifically through the role modeling of Reconcile's 8 Habits, to inspire a culture of excellence
- Other duties as assigned

REQUIRED QUALIFICATIONS

- Bachelor's degree in related field
- Two or more years of experience working with employers and workforce development programs.
- Two or more years of experience working with Opportunity Youth
- Prior professional staff management
- Flexible/able to go with the flow and meet the needs of youth and the team
- Ability to meet and beat deadlines
- Eagerness around personal professional development and working in and supporting an environment where a Culture of Continuous Improvement is a priority
- Hold self and others accountable
- Experience in program development
- Deep understanding of local community resources and the ability to find and build relationships with new partners
- Comfort and experience in creating and implementing policies and procedures to strengthen program/quality of service to youth
- A self-starter who is comfortable in a fast-moving environment meeting the needs of Reconcile's young people in the moment
- Effortless initiative and problem solving
- Strong ability to work independently as well as within a team environment
- Strong computer skills, including the use of Excel, Access, Word, e-mail, and internet
- Ability to communicate effectively orally and in writing
- Strong organizational abilities
- Consistently joyful and enthusiastic at work/when working with young people
- Ability to work effectively with diverse individuals; ability to be flexible
- Valid Driver's License and automobile insurance
- Strong belief in the mission of Reconcile New Orleans
- Experience working within a nonprofit organization

This position comes with full benefits.

Salary is commensurate with qualifications and experience.

Interested applicants should send their resume and cover letter to: grow@cafereconcile.org. The subject of the email should say: **Application for Employment and Education Manager Position.**