Senior Associate for Youth Employment

POSITION DESCRIPTION

Thrive Chicago seeks to hire a Senior Associate for Youth Employment to create more career pathways for Chicago’s youth based on local employer needs.

01 BACKGROUND

Thrive Chicago (www.thrivechi.org) creates collaborative networks of people and data that drive innovation so all of Chicago’s young people can Thrive.

Thrive deploys a set of four key capabilities:

• Convening and connecting public and private partners in the youth sector
• Elevating research and data that identifies the city’s areas of greatest need and best practices to address those needs
• Co-designing innovative solutions with community partners
• Strategizing to systemically fund the most impactful solutions

02 YOUTH EMPLOYMENT PORTFOLIO

As an integral member of Thrive’s dynamic and growing team, the Senior Associate for Youth Employment will work with key partners to support strategies aimed at increasing the number of Chicago’s youth entering career pathways. The Senior Associate will work closely with the Thrive Director of Employment and Opportunity Youth to drive forward the work in this portfolio, including: 100K Opportunities Initiative, Everyone Can Code in Chicago, and Reimagine Retail Chicagoland. This position will serve as the primary point of contact and project manager for the wide range of stakeholders engaged in these workstreams, with an emphasis on employers. Key stakeholders include: public institutions, workforce organizations, community-based organizations, and funders. This skilled project and relationship manager will be flexible in supporting the needs of Thrive’s employment workstreams, ensuring the timely and effective completion of deliverables associated with them. This position will also serve as the primary coordinator of Thrive’s 100K initiative activities and liaison to 100K employers in Chicago. The Senior Associate will work with rest of Thrive team to ensure that all these activities align with and leverage the rest of Thrive’s work.

03 RESPONSIBILITIES

Responsibilities include but will not be limited to:

General:

• Lead the project management and operationalization of all aspects of Thrive’s youth employment portfolio in partnership with internal and external stakeholders
• Support Thrive’s Director of Employment and Opportunity Youth in executing ongoing work by filling a variety of roles including coordination of meetings, events, and community presentations
General Continued...

- Develop and cultivate relationships with youth employment stakeholders, including practitioners in the workforce, education, faith, nonprofit, philanthropic, and civic sectors
- Work closely with Thrive staff to create and implement clear and timely communication strategies for various partners including members of different Thrive stakeholder groups, Thrive Leadership Council members, public institutions, education and non-profit partners
- Support project management for any emerging employment portfolio initiatives
- Manage to agreed upon action plans to ensure timely completion of all tasks, propose adjustments to timeline if needed
- Travel and participate in conferences and conventions as needed
- Assist with grant reporting related to Thrive’s employment portfolio

100K Opportunities Initiative (100K)

- Develop a Chicago 100K workforce advisory board to include recruiting/HR leads from partner companies with largest hiring needs for entry level employees and interest in hiring Opportunity Youth
- Through regular convenings, provide employers a space to network and discuss challenges and solutions for engaging, hiring and retaining Opportunity Youth in their businesses
- Represent Thrive and Chicago 100K employers at employer engagement and youth employment tables and initiatives in Chicago
- Travel and participate in any national convenings associated with the 100K initiative as needed
- Serve as the day-to-day contact for funders and partners supporting 100K
- Work closely with the Thrive Director of Employment and Opportunity Youth and the Thrive Senior Associate for Opportunity Youth to ensure 100K activities align with and complement broader employment and Opportunity Youth initiatives where possible
- Serve as liaison to Thrive’s data team to ensure collection and analysis of 100K activities to inform continuous quality improvement and reporting
- Ensure fulfillment of all grant reporting requirements related to the 100K initiative

Everyone Can Code in Chicago (ECC)

- Plan and facilitate all ECC Action Team meetings, including developing agendas, securing logistics, communicating with invitees
- Manage all ECC Action Team stakeholder relationships and pursue follow ups with members to ensure execution agreed upon actions and commitments
Everyone Can Code in Chicago (ECC) Continued...

- Facilitate engagement of CBOs managing training programs and Coding Club sites in Action Team to ensure alignment, coordination, and shared visibility into efforts
- Provide shared visibility into progress on actions and commitments through dissemination of information to Thrive leadership and external stakeholders as needed
- Manage relationships with ECC funders and ensure fulfillment of grant requirements
- Serve as liaison to Thrive’s data team to ensure collection and analysis of any ECC program data to inform continuous quality improvement
- Support ECC employer engagement activities as needed in coordination with Apple, DFSS, Genesys Works, and other relevant partners

Reimagine Retail Chicagoland

- Provide strategic support to the Reimagine Retail Chicagoland Committee led by the Chicagoland Workforce Funder Alliance
- Support the execution of planned activities including employer engagement roundtables and events, developing website content, participation in pilots to reform employer practices
- Attend and represent Thrive at Reimagine Retail Chicagoland meetings
- Serve as liaison to Thrive’s data team to support analysis and interpretation of any HR or other demographic data provided by participating employers
- Perform other duties as needed and feasible to support this initiative

04 QUALIFICATIONS AND SKILLS

In any start-up enterprise, staff must excel in a fluid environment, innovate on the fly, and be willing to flex between high level strategic work and the nuts and bolts of day to day execution. Thrive Chicago is no exception. Successful candidates will have the following qualifications and characteristics:

- A passion for systems change, community organizing, coalition building and strategic work
- Exceptional analytical skills with an ability to draw insightful conclusions from large amounts of quantitative and qualitative data and apply continuous improvement practices to the work of the Working Group
- Excel in a fast paced, challenging and shifting landscape of challenges
- Demonstrated ability to manage the scope, requirements, deliverables, timeline, and resource needs of complex, multi-stakeholder projects. Knowledge of project management fundamentals and experience managing projects are essential
- Proactive leadership in being able to make the position ‘your own’ and contribute beyond the job requirements
- At least 5 years of senior-level experience and experience and existing relationships within Chicago’s education systems is preferable
- Excellent writing and verbal communication skills, with an ability to communicate complex information clearly and effectively
- Advanced skills in Microsoft Excel, Word, and PowerPoint required. Experience with data visualization techniques and applications preferred
- Able to quickly and creatively solve problems with incomplete information
- Strong interpersonal skills, with the ability to develop productive relationships with stakeholders across functional and organizational lines
- Able to keep many priorities in motion, constantly seeking out information to advance key projects and tasks forward with a deep focus on details and accuracy
- Demonstrated ability to facilitate strategic conversations among diverse groups of stakeholders to achieve a common outcome and agreed upon results
05 COMPENSATION AND BENEFITS
Salary and benefits will be competitive and commensurate with experience.

06 APPLICATION INSTRUCTIONS
Please submit a resume/CV and cover letter to info@thrivechi.org with YOUR LAST NAME and “Senior Associate for Youth Employment” in subject line. We will review applications on a rolling basis, so it is to your advantage to apply as soon as possible.

Thrive Chicago believes in equal employment opportunities for all, regardless of color, religion, sex, national origin, disability or any other legally protected classification. Thrive’s policy is to hire and promote the most qualified applicants and to comply with all federal, state and local equal employment opportunity laws.