

## **Job Description and Scorecard**

**Title:** Career Pathways Manager

**Reports to:** Deputy Director, Higher Expectations for Racine County

*The role of the Career Pathways Manager is to collaborate and promote a process to engage K-12 and higher education institutions, government, community, business and labor partners to create robust workforce pathways and a highly functional workforce development ecosystem in Racine County; and to support a continuous improvement process alongside stakeholders resulting in improved employment outcomes for county residents, and decreased local unemployment rates.*

*The Career Pathways Manager must be committed to the following Higher Expectations core values: shared vision, collaborative action, results-based leadership, evidence-based decision making, and using a continuous improvement process to achieve excellence and equity in employment outcomes.*

## **Core Responsibilities & Outcomes**

1. Facilitate, coordinate and drive efforts with key stakeholders to develop a highly functional, collaborative workforce ecosystem in Racine County and achieve the following outcomes by December 31, 2019:
  - a. Engage and recruit local employers to partner in the design and implementation of improved workforce systems.
  - b. Monitor progress and create accountability to achieve the desired results.
  - c. Support the completion of a regional workforce development community asset map.
  - d. Convene appropriate community leaders and workforce development providers to create a plan to achieve an aligned and effective workforce development ecosystem in Racine County.
  - e. Support existing employment efforts and networks including the IT Network's StartIT program and RUSD's STAR program
  
2. Work collaboratively with the RUSD Academies of Racine and the Talent Hub Post-Secondary partners to ensure development of aligned pathways in our community to achieve the following outcomes by December 31, 2019:
  - a. Support the development of robust cross-sector career pathways to meet the immediate needs of identified high-demand careers with a focus on improving participation by underrepresented populations and expanding the workforce, including the implementation of a two generation strategy, and ensure integration within the Fast Forward grants for Racine County.
  - b. Support the Workforce Development Board to oversee, assist, and achieve the workplace learning experience objectives of the RUSD Academies of Racine.
  - c. Participate in the post-secondary enrollment network with a focus on the alignment of the high school pathways to ensure increased post-secondary enrollment for RUSD graduates.

3. Engage employers and community partners in the Academies of Racine to achieve the following outcomes by December 31, 2019:
  - a. Ensure employers/community partners are representative of Racine County labor force needs and that the development of pathways to employment are in support of career academies.
  - b. Communicate regularly with employers/community partners through various channels.
  - c. Develop workplace learning tool kit for employers.
  
4. Lead efforts to develop a data driven culture of continuous improvement across career pathway partners to achieve the following outcomes by December 31, 2019:
  - a. In collaboration with Higher Expectations Data Director and other partners, identify data needed to support effective strategy development.
  - b. Facilitate the development of ongoing continuous improvement related to identified strategies and ensure an equity lens to improve employment outcomes.
  - c. Collaborate with RUSD and RAMAC to increase opportunities for youth to engage in work experiences (youth apprenticeship, co-op, and internships) with a focus on ensuring data is tracked and reviewed regularly in support of achieving workplace learning outcomes.
  
5. Other duties as assigned

#### **Key Attributes & Experience**

- Teamwork & Collaboration - Demonstrates ability to develop and cultivate relationships with community stakeholders such as workforce development, the education and civic sectors as well as faith-based, nonprofit and philanthropic organizations.
- Leadership – Ability to oversee the work of multiple partners and facilitate their collective work, and to encourage teams to achieve objectives and hold them accountable for their deliverables.
- Communication - Excellent written and oral communication skills and strong interpersonal skills.
- Facilitation – Knowledge and demonstrated success in facilitating multidisciplinary or multi-organizational teams.
- Professionalism – Demonstrated ability to build and maintain an effective system of communications and a positive image for the organization.
- Critical Thinking and Problem Solving – Ability to think strategically and help teams prioritize their work to meet ambitious goals, ability to address and overcome complex issues to achieve desired results.
- Planning & Organizing – Excellent project management and organizational skills, ability to create processes and systems, manage details and work independently.
- Focus on Equity – Committed to advancing personal and organizational understanding of disparity and equity in the Racine community and ability to act in strategic ways to address those issues, comfortable reflecting on and engaging others in difficult conversations and strategic actions to address inequities along lines of race and income, among others.
- Adaptability – Serves as a champion of change and is able to provide tools to assist teams and community partners in accelerating the change management process necessary to implement and

sustain their proposed improvements, and ability to adapt in a fast-paced environment as the organization and its roles evolve over time.

- Research - Creates new knowledge and understanding through the process of research and inquiry, ability to leverage expertise needed to better understand and address identified challenges.

**To Apply**

**Submit a Resume and Cover Letter including salary requirements to Chelsea Powell, Interim Deputy Director at [info@career2cradle.org](mailto:info@career2cradle.org). Please note the position you are applying for in the subject line. Applications will be considered on a rolling basis.**