



Youth CTE & Employment Working Group Manager

Project Period: October 2023 – December 2024

Overview

ACT for Alexandria, Alexandria City Public Schools, the City of Alexandria, donors, youth-serving community organizations, and other community stakeholders are forming a collaborative Working Group to ensure that youth in Alexandria have access to quality career and technical education (CTE) and employment opportunities that create pathways to sustainable income and job security. The Working Group will provide a way for interested parties – the City, ACPS, youth, nonprofits and employers – to align work, address systemic gaps and meet the needs of young people, especially youth that have not traditionally had access to high wage jobs and career pipelines.

This is an emergent Working Group; we are in the early stages of mapping the current system, identifying opportunities for investment and coordination, and creating a unifying vision. Over the next 16 months, we envision the work unfolding in three domains:

- Facilitating the Working Group in establishing its mission and structure, including participants and scope of focus
- Mapping the youth employment and CTE landscape in Alexandria and articulating a learning agenda for the Working Group, and
- Identifying opportunities for investment and collaboration

Position Role & Responsibilities:

Catalyze the Working Group

- Facilitate the development of the Working Group's vision, goals and values, with a focus on racial equity and accessibility
- Lead and oversee Working Group convenings including designing and facilitating meetings and organizing logistics, including meeting locations, agendas, materials, minutes, reminders, etc.
- Facilitate information sharing, best practice sharing and collective problem solving among Working Group participants

Coordinate the Working Group

- Serve as a liaison, maintaining ongoing communication among all participants within the Working Group; assist with any issues as they arise
- Support cross-organization communication and collaboration within the Working Group
- Create a learning agenda and coordinate learning for the Working Group about industry best practices; coordinate site visits, conversations with regional peers, as needed.
- Build internal infrastructure to support the Working Group
- Track project progress, outcomes, bottlenecks
- Capture key takeaways and next steps from meetings
- Manage Working Group finances and budget
- Support ACT in identifying and stewarding philanthropic support for the Working Group

Communicate with and for the Working Group

- Function as primary point of contact for the Working Group internally and externally
- Connect with each individual participant of the Working Group to understand their work, their organization, resources, etc.
- Provide regular updates to Working Group members about issues that will support their work and effectiveness
- Represent the Working Group at various meetings internally and externally

Skills and Experience

- Knowledge of CTE and youth workforce development program models and best practices
- Knowledge of models of effective cross-sector collaboration
- Knowledge of effective youth engagement practices
- Knowledge of Alexandria nonprofits, and/or history of meaningful partnership and collaboration with stakeholders in the City of Alexandria is preferred
- Understanding and appreciation of the cultural and organizational differences of partners across the Working Group
- Strong interpersonal abilities, with an ability to work across sectors with diverse organizations and people
- Track record as an effective collaborator/barrier breaker; success in aligning multiple, diverse stakeholders towards a common goal
- Solid facilitation and presentation skills
- Exceptional attention to detail, high-level of organizational skills and ability to effectively manage time
- Strong project management skills and ability to manage multiple deadlines
- Experience leading dynamic, emergent initiatives; comfort with uncertainty and ambiguity

- Excellent analytical and problem-solving skills
- Comfortable with technology
- Understanding of educational, social service and other systems that impact children and youth success
- Working knowledge of out-of-school time programs, before care/after care and youth development

Structure

- The Working Group Manager will report to a Steering Committee comprised of key stakeholders in the Working Group
- The Working Group Manager will be paid as a consultant with ACT for Alexandria
- This position is funded through a partnership of several different funders
- Position will be funded for September 2023 – December 2024, with the goal of securing additional funding to continue longer term work
- Project fee: \$62,000

To apply, please submit a cover letter that describes your approach to this project and qualifications and resume to info@actforalexandria.org and include Youth CTE & Employment Working Group Manager in the subject line. The deadline for submissions is August 31, 2023.