



Position: Career Development and Strategic Partnerships Manager

Organization: After School All-Stars

Location: Newark, New Jersey

ORGANIZATION BACKGROUND:

Founded in 1992, After-School All-Stars (ASAS) provides free comprehensive after-school programs and support services year-round for students and their families. ASAS serves approximately 80,000 PreK-12th grade students and their families annually in 19 active affiliate chapters with established partnerships at 468 elementary, middle, and high schools in 60 cities across the continental United States and Hawaii. Our vision is for our All-Stars to be safe and healthy, to graduate high school and go on to college, to find a career they love, and to give back to their communities.

A UNIQUE OPPORTUNITY:

The Career Development and Strategic Partnerships Manager will play a pivotal role in empowering at-risk youth by facilitating career exploration and workforce development opportunities. The successful candidate will drive program wrap-around services, forge strategic partnerships with employers, and ensure students have the resources and guidance to excel in their chosen careers. This position will report to the Director of Curriculum and Instruction. This is a fully **in-person** position that will require regular travel across school sites and partner sites.

RESPONSIBILITIES:

Program Services:

- Support students in developing resumes and applying for work experiences, including internships, apprenticeships, and jobs
- Serve as a liaison between ASAS and employer partners to place students in work experiences
- Ensure students have the necessary resources, such as transportation and work attire, for success in work experiences
- Conduct work site visits to assess student performance, provide coaching and feedback, and ensure a positive work experience
- Manage, supervise, and train a team of high school and young adult interns
- Manage virtual job shadowing program
- Implement ASAS' career preparedness and Positive Action SEL curriculum to engage youth in stimulating activities, field trips, and events while helping them build life skills and cope with/prevent bullying
- Meets the DOL requirements of delivering curriculum with the use of VR headsets for experiential learning
- Provides monthly case management sessions with students
- Lead program activities fit to meet the unique needs of each student in the program
- Oversee the development and implementation of the career exploration curriculum
- Ensure students have a positive experience in ASAS programs
- Provide other programmatic support as needed

Partnership Development and Management:

- Establish and nurture partnerships with employers to create internship and career development opportunities for students on an ongoing basis throughout the year
- Collaborate with local organizations, businesses, and colleges to expand the network of opportunities available for students
- Work closely with employer partners to match students with suitable work experiences that align with their career goals



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Reporting and Program Improvement:

- Collaborate with National and local ASAS chapter program staff to ensure timely financial and programmatic reporting for the local chapter
- Oversee data collection at program sites to track student progress and program effectiveness
- Analyze data to identify trends and areas for program improvement, providing recommendations to enhance program outcomes

WHO SHOULD APPLY?

- Passion and commitment to ASAS' mission of empowering youth
- Outstanding oral and written communication skills
- Highly organized and resourceful with excellent multitasking abilities
- Ability to work autonomously, meet deadlines, and manage priorities effectively
- Excellent interpersonal skills and ability to work collaboratively in a team
- Minimum of 2+ years of experience in youth mentoring or other relevant programs
- Grant management skills preferred
- Bachelor's Degree in a relevant field, required; Master's Degree in a relevant field preferred
- Access to reliable transportation to travel to different program sites required

SALARY AND BENEFITS:

The starting salary for this position is commensurate with the qualifications and experience of the individual candidate. ASAS promotes a healthy work/life blend and offers a competitive benefits package, including but not limited to:

- 99% coverage of Medical plan, with two-tier options
- 99% coverage of Dental plan, with two-tier options
- 99% coverage of Vision plan
- Employee Assistance Program
- Short-term and long-term disability options
- Life insurance
- Optional employee critical illness plan coverage
- 403 (b) plan, with employer match
- Substantial paid time off in the first 3 years with a progressive increase in years 4-5, and then again once you have been employed for over 5 years.
- Up to 25 paid holidays a year
- Discounted ticket program
- ASAS is an eligible nonprofit employer for the Federal Public Service Loan Forgiveness (PSLF) Program.

ASAS is an equal opportunity employer and candidates of diverse backgrounds are encouraged to apply.

HOW TO APPLY:

Please submit a **resume and cover letter** in PDF format via e-mail to: asasnj@afterschoolallstars.org. Please put "ICPM" and your last name in the subject heading.

Join our team at After-School All-Stars and make a difference in the lives of at-risk youth by preparing them for a successful future in school, career, and life. Apply now and be a part of our impactful internship and career development program!