



## Now hiring Success Coaches to support Washtenaw County's Summer Youth Employment Program, SummerWorks

<p><b>Job Summary</b></p>	<p>Poverty Solutions at the University of Michigan is seeking graduate and soon-to-graduate undergraduate students to serve as Success Coaches for SummerWorks, the Washtenaw County Summer Youth Employment Program. This is an exciting opportunity to play a lead role in managing programmatic activities including offering close support, mentorship, and guidance to participating young adults and employers. Students with an interest in youth, workforce development, education, community engagement, DEI, program management, the nonprofit sector, public service, and social determinants of health and well-being are strongly encouraged to apply.</p>
<p><b>About SummerWorks</b></p>	<p>SummerWorks provides internships, mentorship, and professional development to young adults aged 16-24 throughout Washtenaw County. It is a joint partnership between the Washtenaw County Office of Economic Development, Michigan Works! Southeast, Poverty Solutions, Michigan Rehabilitation Services, the Ginsberg Center and other community and campus partners. Through community engagement and partnership, SummerWorks seeks to address a long history of disinvestment and systemic racism in education and employment in Washtenaw County by providing professional development, mentorship, and career exploration opportunities to young adults. To learn more about SummerWorks, <a href="http://summerworks.info">click here. (summerworks.info)</a></p>
<p><b>Educational Value/Learning Opportunities</b></p>	<p>SummerWorks is intended as a national model to test best practices in summer youth employment programs and workforce development strategies aimed at creating career pathways and improving economic mobility. Success Coaches are a critical component of program success. This is a unique opportunity for students to be involved in leveraging U-M resources to invest in our local community. SummerWorks builds long-term, equitable partnerships with community members and provides job and mentorship opportunities to youth, mentors, and employers. These opportunities ultimately influence career paths, hiring practices, and employment policy at the University of Michigan and beyond. Chosen Success Coaches can expect to build skills in leadership, communication, group facilitation, youth development, community engagement, program management, implementation and evaluation, and translation into policy change. Success Coaches will gain first-hand experience in collaborating with community partners, youth and employer development and mentorship, and socio-economic mobility intervention strategies.</p> <p>First-year Master's students and students looking to fulfill internship requirements are strongly encouraged to inquire about how this position can meet their educational needs and interests. To the extent possible, we seek to support various curricular needs and internship requirements.</p>
<p><b>Job Description</b></p>	<p>Expectations &amp; Requirements:</p> <p>Success Coaches need to be organized, able to take initiative, detail-oriented, collaborative, personable, adaptable, and willing to learn.</p>

All Success Coaches will be primarily responsible for:

- Managing a caseload of youth throughout the program, helping them to navigate the program
- Managing a caseload of employers and mentors throughout the program, troubleshooting and advising their programmatic needs
- As a team, facilitating weekly Professional Development sessions
- Supporting youth and employers through the U-M hiring process (if applicable)
- Communicate key programmatic updates to young adults and parents on an individual basis (as needed).
- Attending and supporting all program events (April-August)
- Research and data support
- Responding to phone/email inquiries about SummerWorks
- Assisting program staff as needed

Success Coaches work as a team. Within this setting there are three speciality positions. In your cover letter, please rank the specialties below, as 1 (most interested), 2 (also interested) 3 (least interested) or 4 (not at all interested). Feel free to mark all three specialties with the number 1. Also, tell us why you believe your top choice(s) is the best fit for your skills and experience.

*Events Coordinator*

- Under the program coordinator, collaborate with community partners to plan and execute events throughout the summer. This includes coordination of pre-employment events (youth and employer orientations, Internship Interview Event(s), HR days), Career Sneak Peek Week, and two major events during the program (the Mid-Summer Event and End-of-Summer Celebration).
- Responsible for event logistics during our Professional Development sessions, including managing room reservations, technology needs, and catering.
- Assist with the planning of employer and mentor training, professional development sessions, and roundtables.

*Communications Specialist*

- Support the SummerWorks Program coordinator by preparing out-going program communications, such as weekly newsletters, periodic updates, event invitations and reminders, and other materials as needed.
- Design event marketing materials to promote various programming efforts
- Manage Canvas Sites for the program and keep them up to date with important information
- Take photos and videos at events to document the summer as well as for future use in marketing materials.
- Support Summerworks Program Manager in keeping our website up to date and adding resources as needed throughout the summer

*Professional Development Coordinator*

- Project manage each Professional Development session, including (but not limited to) coordination with training partners, implementation of curriculum activities, adherence to facilitation guides, review of youth feedback, and production of weekly agendas and materials as necessary

<p><b>Qualifications</b></p>	<p><b>Required Qualifications</b></p> <ul style="list-style-type: none"> <li>● 1-2 years graduate-level course work or 3-4 years undergraduate course work related to youth development, education, public health, social work, public policy, administration, or other related fields.</li> <li>● Experience working with youth, ideally from underserved communities</li> <li>● Experience planning and/or coordinating programs or events, either professionally or as a part of student organizations</li> <li>● Demonstrated commitment to social justice and diversity, equity, and inclusion</li> <li>● Strong written and verbal communication skills</li> </ul> <p><b>Desired Qualifications</b></p> <ul style="list-style-type: none"> <li>● Interest in education and workforce equity</li> <li>● Teaching and/or facilitation experience</li> <li>● Experience developing marketing and communications materials</li> <li>● Experience working in the Washtenaw County region</li> <li>● Experience with and/or desire to learn data management practices</li> </ul>
<p><b>Expected Hours</b></p>	<p>Work schedules are flexible based on classes.</p> <ul style="list-style-type: none"> <li>● Starting in February 10 hours per week</li> <li>● 30-40 hours per week beginning in mid April through August</li> </ul> <p>Due to the design and structure of this program, Success Coaches are required to be available for the duration of the program (May-August) in order to enable consistency and relationship continuity between all program staff, employers and youth participants. There is flexibility for vacation schedules as requested in advance.</p>
<p><b>Compensation</b></p>	<p>\$18 per hour</p>
<p><b>Application</b></p>	<p><b>Applications will be reviewed on a rolling basis.</b> Interested applicants should apply at <a href="https://airtable.com/shrFSFiSUINiUKn4j">https://airtable.com/shrFSFiSUINiUKn4j</a> no later than <b>January 2nd</b>.</p> <p>Application components include:</p> <ul style="list-style-type: none"> <li>● Contact Information</li> <li>● Resume</li> <li>● Cover Letter (please detail your interest in the position and preference rankings of Success Coach specialities)</li> <li>● 1-2 page excerpt of any piece of writing that you're proud of</li> </ul> <p>Decisions will be made by late January.</p> <p>Qualified applicants will be invited to participate in an initial interview via Zoom; if you need any accommodations for the interview process, please email Kathleen Clancey <a href="mailto:kchurley@umich.edu">kchurley@umich.edu</a></p>