Generation Pittsburgh Program Coordinator

Generation is a global youth employment program that helps provide young adults the opportunity to launch successful careers and change their life trajectories. Generation is the first initiative of McKinsey Social Initiative, a non-profit founded by McKinsey & Company. Generation US is currently being piloted in Pittsburgh with a coalition of partners including the Community College of Allegheny County (CCAC), UPMC, Presbyterian SeniorCare, Goodwill, 3 Rivers Workforce Investment Board (TRWIB), and Dress for Success. More information about Generation is available on our website: http://generationinitiative.org

The Generation program in Pittsburgh is an 8-week training course for students to become Certified Nurses Assistants or Patient Care Technicians. The program offers students integrated technical, behavioral & mindset skill training, social services and mentorship, and a supportive community—as well as job-placement support when they graduate successfully.

Generation Pittsburgh hosted its first three cohorts of students between August and December 2014 and is set to host its next group of students starting on March 2 2015. We are seeking a talented program coordinator interested in contracting for a part-time role to lead the coalition through the next iteration of the Generation program.

The Program Coordinator will report to the Generation US Program Director. The Program Coordinator will be the primarily point of contact for the Generation Coalition and manage three primary processes: recruiting, training, and the transition to employment.

Responsibilities

- Develop 6 to 12 month timeline for Generation program, including recruitment, training & transition to employment, in accordance with program specifications & funding limitations
- Maintain a file system with student information & program records
- Work with partners from the TRWIB to manage recruitment & intake of Generation students
  - Recruit program participants using appropriate promotional or marketing methods, such as presentations to with community-based organizations, referrals from Generation alumni, individual student outreach
  - Help manage the selection of Generation students in accordance with the recruitment guidelines. This may include conducting applicable eligibility checks, planning and assisting in the execution of the interview process, and overseeing the intake process of all students, including medical testing & pre-work
- Oversee daily program operations during the 8-week training program
  - Coordinate, prepare, and distribute program schedule to instructors, mentors, students & Generation coalition
  - Organize training seminars to address staff needs & identify relevant external training opportunities when applicable
  - Serve as primary point of contact for Generation instructors and mentors
  - Assist the Generation mentors in addressing any student issues
- Lead weekly staff meetings & assist in case management of individual student concerns
- Collaborate with national team to evaluate program against agreed upon objectives
- **Pathway to employment**
  - Oversee student’s transition to full time employment with local employment partners
  - Schedule & coordinate shadowing events at employer sites
  - Collaborate with employment partners to establish & execute against timeline for employment for Generation students, including employment education, application submission, & interviewing events
  - Assist Generation US Program Director is cultivating relationships with new employers & managing “on-boarding” of new employer partners
- Responsible for ensuring consist communication with Generation coalition, including drafting weekly coalition update emails and leading bi-weekly calls.
- Act as liaison to Generation US National team
- All other duties as assigned by the Generation US Program Director

**Mindsets & Experience**

- Ideal candidates with have bachelor’s degree with 2 years of direct supervisory of management experience in a community-based organization
- Creative, strategic & analytical thinker with the ability to manage multiple projects and balance short and long term objectives
- Professional demeanor, excellent organizational and communication skills, and attention to detail
- Interest in leading a community-based coalition that stretched across multiple local organizations
- Self-reflective and open to frequent feedback from students and program team
- A positive, solutions-oriented attitude, drive for excellence, and ability to be a team player
- An entrepreneurial spirit, embracing the opportunity for creativity and hard work inherent in a start-up
- Ideal candidate will have experience teaching and/or working closely with disadvantaged young adults between the ages of 18 and 29 years old and/or has extensive knowledge of current trends and issues in adult education

**Sample breakdown of weekly time (assumed 20 hours per week)**

- *1 hour, updates and problem solving with Generation US National team of subjects of national strategic importance* – May include curriculum development process, attendance policies & procedures, instructor support mechanisms, recruitment, employer relations)
- **3 hours, Check-ins with program staff** – Would include weekly instructor meetings, case-review meeting with Generation mentor, individual check-in with instructors
- **10 hours, Program administration** – May include schedule development, arranging transportation, managing room reservations, or student/program record keeping
- **1 hour, Coalition update** – Drafting & sending weekly coalition emails and leading bi-weekly coalition calls
- **2 hours, Managing relationships with employment partners** – Building relationships with new employment partners, managing timeline & employment feedback for existing students to ensure we are “on-track” based on program schedule, to avoid pulling students extensively from classes or having a >1 month gap between training & employment
- **3 hours, classroom observation/office hours** - Responding to individual student questions & requests, observing program execution

Interested applicants should submit a resume, cover letter, and list of references by email to GenerationPittsburgh@gmail.com by 5pm ET on Thursday, February 19th.