

Organization Young Invincibles	Date 7-13-2018
Position Title Midwest Program Manager	Location Chicago, Illinois

Position Description:

The Program Manager (“Manager”) will drive apprenticeship expansion forward in Illinois, increasing the number of high quality apprenticeships available to young adults. Apprentices receive training on the job and in the classroom, are paid for their time on the job, receive an industry-recognized credential, and may earn college credit or a degree. Apprentices end the program holding in-demand skills and employers have access to people with the skills their companies need. Apprenticeships are a critical opportunity for young adults, creating a debt-free pathway to well-paying careers in exciting fields.

The Manager will expand apprenticeships in Illinois through workshops and policy work. He/she/they will develop a deep understanding of apprenticeships, identifying the gap between service providers’ current work and the needs with apprenticeship programming, and creating a workshop that is designed to increase service providers’ capacity to launch apprenticeships and policy recommendations that overcome that gap.

The Manager will work closely with leaders in the workforce development space to develop this deep issue expertise. In order to create systems-level recommendations, the Manager will review feedback from participants, evaluate workshop participants’ success with supporting apprenticeship programs, and hold focus groups with service providers.

The ideal candidate will have research, policy, and training expertise, and will possess the ability to translate complex policy information into consumer-friendly plain language. This work is part of a project between Young Invincibles (“YI”) and the Chicago Jobs Council (“Jobs Council”). The Manager is overseen by YI and works in close partnership with Jobs Council. This is a time limited, 18-month project running from July 2018 - December 2019.

Supervisor: Midwest Director of Young Invincibles

Specific duties include:

- Developing a two-part workshop series and affiliated workshop content and leading the workshops across the state of Illinois
- Evaluating workshops and adapting as needed
- Providing technical assistance to service providers on supporting apprenticeship programs
- Creating policy recommendations to Illinois agencies on how to increase service providers’ participation in apprenticeships

- Driving Young Invincibles' apprenticeship policy work forward through partnership building and creating policy materials

Qualifications:

- 1-3 years research or policy experience or equivalent education experience
- Strong facilitation skills
- Creative, energetic, and possessing a great attitude,
- Ability and willingness to work in a fast-paced work environment and an entrepreneurial atmosphere
- Capacity to design effective training materials
- Ability to analyze policy and create documents communicating policy priorities with effective Interest and ability to analyze policy and create
- Great internal and external communications skills
- A commitment to diversity, equity, and inclusion.
- Cultural competency working and collaborating with diverse populations
- A passion for Young Invincibles' mission.

The following are a plus but not requirements:

- Experience with developing trainings
- Experience with facilitating presentations, group discussions, and trainings
- Expertise in workforce development issues

Benefits: Comprehensive benefits package, including medical, dental, & vision coverage, company funded HRA plan; 401K retirement, life insurance, generous vacation, etc.

To apply: Email resume and cover letter to resumes@YoungInvincibles.org. Include in the subject line: **MW Program Manager**

About Young Invincibles: YI is a non-profit working to expand opportunity for young Americans ages 18 to 34 and amplify the voice of our generation in the national political conversation. Founded by and for young adults in the summer of 2009 during the debate over health care reform, YI has quickly grown into a leading voice for young people on the issues health care, higher education and employment.

YI is an equal employment opportunity employer and strongly encourages diverse candidates to apply. YI does not discriminate on the basis of race, color, religious creed, sex (including pregnancy), gender, national origin, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, veteran status, marital status, sexual orientation, gender identity, (including transgender status), weight, height, linguistic characteristics (such as accent and limited English proficiency, where not substantially job-related), citizenship status, or any other basis prohibited by law.