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# AmeriCorps Education and Workforce Development Leader FT

Mission: Ignite – Buffalo, NY

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## Details

Created: October 23, 2020

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## Budget

Job Budget: Not sponsored

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**1**

Total (excluding rejected)  
**10**

**1 Rejected**

## Job Description

AmeriCorps Education and Workforce Development Leader

**Title:** Education and Workforce Development Leader

**Location:** Mission: Ignite Powered by Computers for Children

**Reports To:** Director of Programs

**Mission:** To enhance educational opportunities and enrich lives through technology

**Vision:** To be the community's leading technology resource for high-need populations and those that serve them

**Summary:**

This individual prepares, directs, and implements the overall and day-to-day activities related to the Mission: Ignite's adult and youth educational programs.

**Programs:**

Tech for All provides comprehensive support in technology, including access to the hardware, software, internet, and training to nonprofits and their clients.

Workforce Development increases the number and quality of underrepresented community members who obtain technology industry jobs.

Science, Technology, Engineering, and Mathematics (STEM) Out-of-School Programming seeks to increase the number of underrepresented community members who choose STEM careers, close the digital divide, and educate in the benefits of technology proficiency beyond social engagement.

**Duties and Responsibilities (include but are not limited to):**

- Directly supervise at least three (3) leadership-track AmeriCorps members, including the Lead Trainer and two Group Leaders.
- Oversee a team of at least 13 AmeriCorps members, ensuring a consistent schedule of service to the community
- Determine which core training sessions and curriculum Mission: Ignite will provide
- Establish and oversee the training regimen
- Develop and maintain relationships with organizational partners and their instruction sites
- Develop and maintain relationships with employers to place participants of Workforce Development program
- Manage multiple instruction sites, in-person and remote
- Manage program statistics and specifications
- Create and manage budgets; manage the expenses and income of the programs
- Ensure quality programs and outreach
- Report to leadership on the outcomes of programs
- Provide at least 500 youth with STEM Out-of-School Programming per year
- Provide at least 300 individuals with Workforce Development support per year
- Develop and oversee program implementation
- Develop curriculum requirements; monitor assessment and data reporting tools
- Understand Common Core, Next Generation Science Standards, and STEM and workforce development concepts
- Assess program progress and site evaluations; use project management skills to deliver quality programs on time
- Maintain communication among staff, site partners, students, and families
- Present to and collaborate with other like programs within the community

**Desired Traits:**

- Bachelor's degree in education, project management, business, or related field preferred with five years of experience
- Experience in business and industry, program development, classroom instruction, workforce development, and/or afterschool learning environments for youth in grades 5-12 and adults
- A demonstrated commitment to high professional ethical standards and a diverse workplace
- Very organized
- Strong background in program development and strategies
- Excellent proficiency in technology, including computer skills, Microsoft Suite, various software systems, and video conferencing.
- Excellent verbal and written communication skills
- General understanding of budgets and financial statements
- Demonstrated leadership and vision in managing employees and major projects or initiatives
- Excels at operating in a fast-paced, community-oriented environment
- Able to delegate responsibilities effectively and efficiently

- A team player
- Must have reliable transportation

**Position Hours:**

- 1,700 hours full-time (FT) AmeriCorps member
- ~40 hours per week

**Program benefits:**

- Living stipends of \$14,279 per year
- An Education Award of \$6,345 at completion of service
- Student loan forbearance and interest repayments for federal student loan through AmeriCorps
- Healthcare options
- Childcare, if qualified
- Mileage reimbursements for qualifying travel
- A desktop computer to keep after the service experience
- Training on topics, including computers, technology, Microsoft products, and other STEM concepts

Job Type: Contract

Pay: From \$14,279.00 per year

COVID-19 considerations:

COVID Response plan in place in office, warehouse and building.