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Position:	BioLaunch Community Cohort Manager
Department:	BioLaunch Program
Location:	Yale West Campus, W. Haven/4 Science Park, New Haven
Hours:	8am-4:30pm
Reports to:	Director of BioLaunch Program
FLSA Status:	Full Time –Exempt
Salary Range:	\$60k-\$70k

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**OVERVIEW:**

The Connecticut Center for Arts and Technology (ConnCAT) is a 501c3 Nonprofit Organization based in New Haven, CT. Our mission is to inspire, motivate, and prepare youth and adults for educational and career advancement.

**POSITION SUMMARY:**

The BioLaunch Community Cohort Manager will assist the BioLaunch Program Director by managing community engagement as well as the recruitment and completion process. Cultivates and maintains relationships with key community leaders in the best interests of BioLaunch and ConnCAT’s mission. Leads our team to complete project milestones by set deadlines to uphold BioLaunch initiatives.

**Responsibilities and Duties:**

Cohort Coordination

- Provide and manage training schedules and agendas
- Create and manage the program calendar during and between cohort sessions for recruitment, training, internship placement, placement follow-up, graduation, and alumni activities
- Create long- and short-term plans, including setting targets for milestones and adhering to deadlines
- Help make quick and effective decisions when presented with multiple options for project progression
- Serve as a point of contact for trainers, participants, and community partners to ensure BioLaunch actions remain in synergy
- Communicate and liaise with department leaders to keep the project aligned with organization and program goals
- Divide up our mitigations and recruitment budgets for different project aspects and help advocate for additional funding when necessary

- Coordinate regular check-ins with participants, Program Director, Careers Pathway Manager, and Trainer, to identify barriers that may interfere with obtaining maximum benefits from training and full-time employment;
- Participate in multidisciplinary team conferences (between director, careers pathway manager, trainers, internship sites, and industry partners) to formulate the overall participant completion and success plan
- Supports the coordination of information sessions and scheduling for adult program entrance exams
- Organize and maintain files and database management systems in a confidential manner
- Retrieves information as requested from records, email, minutes, and other related documents as necessary.
- Perform other administrative duties as necessary.

#### Community Liaison

- Cultivate and maintain relationships with community partners, community-based organizations and stakeholders
- Actively recruits program participants from area high school and the community
- Attend community meetings, events, and other community- based initiatives related to BioLaunch
- Schedules and leads tours and visits to BioLaunch facility and labs
- Facilitates Open Houses, Information Sessions, Preview Days, “Shadowing” Opportunities
- Creates and Maintains community calendar
- Maintains active contact and mailing list
- Participate in community outreach to aid in recruitment and internship, matriculation
- Perform other duties as needed and assigned by the Director.

#### **EDUCATION and EXPERIENCE:**

- Bachelor’s degree
- Experience organizing and running community events
- Detail-oriented
- Ability to interact with local press
- Ability to accurately record notes from community meetings and event

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

***Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. This job description is not a contractual agreement between employer and employee.***

***\*The company reserves the right to add or change duties at any time***