

Position: Director, Career Pathways
Department: Career Pathways
Reports to: Chief Executive Officer
FLSA/Status: Exempt/Full Time
Job Grade: 8
Hiring Range: \$73,000 to 87,000 per year
Revised: August 2021

WHO WE ARE

Mi Casa Resource Center (MCRC) is committed to creating pathways of opportunity for low-income and underserved individuals. For more than 45 years, we have provided award-winning workforce, small business, and youth development programs throughout Metro Denver. Currently, MCRC educates, trains, and supports youth and adults on their path to economic success. Additionally, MCRC partners with some of the area's most respected organizations to provide economic and educational services to assist families on their path to achieving their economic goals and realizing their dreams.

MCRC's suite of career training pathways supports youth and adults to achieve success in education and employment. Using a sector-focused approach that engages local industry to find those jobs that match the client base, MCRC works with Denver area employers to create training programs for career readiness, workplace skills and job success in the financial services and other industries. Mi Casa also provides career coaching, workshops, and other services to support participants in gaining meaningful employment.

POSITION SUMMARY

Mi Casa Resource Center (MCRC) is seeking a visionary leader with experience in education and/or workforce development and a passion for working with low income and marginalized communities to join as our Director, Career Pathways.

The Director, Career Pathways is responsible for the strategic advancement of the Career Pathways (CP) team as they support youth and adult job seekers through education and employment. This work involves developing, planning, coordinating, implementing, and managing MCRC's educational and career pathways strategy, based on proved best practices. The Director is part of the agency leadership team, guiding the implementation of strategic and operational plans, ensuring innovative, effective, and efficient operations that support, inform, and assist staff, clients, and other stakeholders.

KEY RESPONSIBILITIES

Leadership

- Collaborates with the leadership team on agency-wide strategies, objectives, and initiatives to achieve strategic and operational goals.
- Creates departmental program strategy and leads CP team, monitoring program quality and evaluation for successful outcomes
- Supervises management staff, interns and volunteers as needed.
- Stays abreast of local and national youth, workforce, and education efforts and positions MCRC as a leader and/or participant in efforts as appropriate.
- Leads assigned staff committees as needed.

Operations

- Leads creation, implementation, and evaluation of Career Pathways.
- Manages department grants.
- Develops and manages strategic community relationships.
- Develops and manages the department budget.

Mission: Creating pathways to opportunity.

Vision: We envision a community where all people have the power to achieve their economic goals and realize their dreams.

Independent Judgement

- Develops and manages MOUs and contracts related to the department.
- Makes departmental staffing decisions.
- Has day-to-day operational and financial decision-making responsibility.

Fundraising and Grant Management

- Works side-by-side with Grants Managers on program specific grant applications and grant reports.
- Actively supports and participates in fundraising efforts, to identify, prioritize and strategize revenue generation opportunities.
- Maintains knowledge of the requirements of grants and contracts.
- Works with the Development and Marketing department on program specific grant applications and grant reports.
- Implements grants and monitor's progress.

QUALIFICATIONS

- Bachelor's degree in Education, Business Administration, Business Management, or an equivalent combination of education and experience.
- 7 years of experience in education, training, workforce development or related field preferred.
- At least 3 years of supervisory/management experience.
- Bilingual English/Spanish strongly preferred.
- Background check required.
- Valid driver's license, good motor vehicle record and valid auto insurance.

KEY COMPETENCIES

- Strong leadership and management skills
- Strategic thinker
- Takes initiative
- Adaptability and flexibility
- Excellent interpersonal communication
- Commitment to a strengths-based approach
- Experience with and respect for low-income and diverse communities
- Understanding of barriers facing those living poverty
- Ability to develop/manage strategic partnerships
- Budget and grant management
- Supervision and team management
- Visionary leader with commitment to MCRC's core values – We are relentless in response to a changing world – We are optimistic and believe in the potential of all people – We are courageous and accountable in all we do.

MCRC provides a comprehensive benefits plan including employer sponsored medical, dental and vision benefits, employer paid life Insurance and disability benefits, paid vacation, 15 paid holidays and a retirement plan.

Mi Casa Resource Center is an equal opportunity employer.

Interested persons should email a cover letter and resume to jobs@MiCasaResourceCenter.org by September 10, 2021. Interviews may occur as qualified candidates apply.