



College Career Community Resource Coordinator Manager

The College Career Community Resource Manager is responsible for managing all components of the College/Career Center located at Cincinnati Public Schools ED Center. The manager also enhances community and business partnerships and educational partnerships. The purpose of the center will be to support our graduates, past students, and community members on their postsecondary journey. The College Career Resource Center Hours of operation- will correlate with the ED Center hours, but flex according to client's needs. Duties of the CCRCM include but are not limited to the following:

- Connect clients with district-wide access to in-demand fields through college and career pipelines and credential training
- Manage a central location for clients to obtain personal documentation needed to enroll in school and/or obtain a job; access to computers and printers, work wear/clothing and residence hall essentials, essential to their post-secondary success
- Partner with community resources such as BMV, Bureau of Vital Statistics, Social Security Office, FAFSA and Financial Aid/Scholarship Assistance
- Manage a referral process and trainings to connect clients with necessary resources and life skill(s) tools
- Connect clients to onsite college and career resources and guides
- Collaborate with partners to focus on career development and opportunities for our community members
- Work with the CPS College and Career and Technical Education Departments to create and promote College and Career Fairs and programs
- Develop partnerships that support family stabilization through home ownerships
- Collaborate with the Office of Communication and Engagement to develop publicity materials for the center
- Cross reference resources in connection with the Community Learning Center (CLC) team
- Create a bank of apprenticeship programs
- Develop relationships with key stakeholders in college and career related committees and organizations (College Consortium, Business Advisory Council, Career Tech Districtwide Advisory Committee)
- Provide 1:1 consultations with clients; developing and managing a customer resource management system in order to track clients, and provide data to district and community stakeholders
- Promote GRE preparation and testing resources to clients without high school diplomas
- Utilize district data on post-secondary college and/or career attainment to outreach with graduates and the greater Cincinnati community, focusing on historically excluded identities for intentional outreach and marketing
- Create district referral system by which schools can systematically connect former students and graduates with district resources



Job Requirements

- Knowledge of public administration, Bachelor's Degree (Master's Degree preferred)
- Knowledge of managing and expanding initiatives for youth, adults, neighborhoods and communities.
- Skilled in recruiting and retaining participants and volunteers.
- Skilled in oral and written communication.
- Ability to maneuver in current computer programs such as MS Word, MS Excel, and MS PowerPoint. Ability to prepare presentations, spreadsheets, graphs and documents. Ability to learn new programs in order to track information that the CPS district request from GRAD Cincinnati.
- Ability to interact at a multi-management level with principal program partners.
- Ability to work under pressure while maintaining high levels of quality.
- Ability to consistently adhere to deadlines.
- Ability to travel, work evenings and weekend hours as needed.
- Ability to monitor emerging trends in the schools, community and the region.
- Experience working with inner-city youth, especially teens.
- Prefer Experience in coordinating comprehensive program activities in a school or higher education institutional setting.
- Maintain and update accurate school records.
- Prepare monthly reports and maintain up-to-date records.