



## **Launch Career Advancement Specialist 2025 Job Description**

### **Scope and Position Responsibilities**

The Launch Career Advancement Specialist possesses strong verbal and written communication skills and is skilled in networking, establishing rapport, and cultivating long-term partnerships. The Launch Career Advancement Specialist will partner with both entry level employment opportunities and vocational training partners to serve Launch Explorers. The primary role will be to build a network of entry-level employers for Launch Explorers, to keep the job bank of employment opportunities up to date and to serve as the enrollment partner for vocational training opportunities for coach qualified Explorers.

This position will work primarily out of the Headquarters office with some responsibilities at satellite campuses as well as community engagement with both employers and career track providers.

The Launch Career Advancement Specialist will report directly to the Director of Career Advancement with a dotted line of responsibility to both the Career Training Manager and Employer Network Manager for specific content in the respective areas of expertise.

This position will be designated to attend cross department meetings and events where Employer Partner opportunities have been identified.

**Department:** Career Advancement Department

Supervisor: Employer Network Manager

Direct Reports: 0

Indirect Reports: 0

### **Major Areas of Responsibility**

#### **Employer Support Responsibilities**

- Market CrossPurposes' programs and schedule daily prospecting/cold calls and face-to-face meetings with employers.
- Support the Career Advancement department to achieve weekly, monthly, quarterly, and annual goals.
- Document, consistently, accurately and in real time, all employer contacts, activities and outcomes into CrossPurposes' computerized case management system (Salesforce).
- Keep updated regarding job fairs and Internet resources and participate in outreach and recruitment activities by attending job fairs
- Build upon CrossPurpose's employer base by prospecting, pitching, and closing employer partnerships for the purpose of hiring from the Leader program
- Execute the full sales cycle from pitch to close, utilizing evidence-based approaches, industry data, and CrossPurpose historical success. Carry responsibility for keeping Employer Network marketing material up to date with current stats as new numbers are published.



- Directly support the Development Team to support their efforts of corporate engagement
- Formalize partnerships through an MOU development process and liaise with Employer Network Manager to steward commitments
- Contribute and collaborate to execute employer events throughout the year to prospect and appreciate employer network partners and members
- Utilize graduate Verification of Employment documents to source new leads for Employer Network
- Enroll any coach eligible Explorer into a career track designated.
- Work directly with Career Track Manager to identify career tracks that should be added to the Explorer experience and evaluate career tracks that should be faded out.
- Communicate effectively with Launch Coaches about career tracks, so they are armed with up to date information to work with their Explorers.

### **Qualifications**

- Cultural competency and sensitivity with groups and individuals representing a variety of needs, abilities, and socioeconomic backgrounds
- Experienced in small event management (10-200 attendees)
- Bachelor's degree in business, communication, education, or a related field preferred
- Minimum 2 years of experience in project management and account management
- Successful track record of achieving and exceeding goals regularly
- Ability to anticipate problems and develop contingency plans to deal with them as well as evaluate and implement alternative courses of action
- Successful track record of working with cross-departmental teams
- Strong organizational skills with an ability to create standardized tracking systems
- Strong interpersonal, written, and oral communication skills; proven ability to communicate with diverse audiences
- Team player who can collaborate with program staff who are working directly with Leaders
- Strong commitment to Christian faith
- Strong analytical thinking
- Ability to become proficient quickly in Google G Suite and other software.
- Deep passion for the CrossPurpose mission and values.
- Employees must provide a working laptop (PC preferred) and smartphone.

### **Hours, Compensation, and Benefits**

**Hours:** 40 hours/week: Monday - Friday - 8:00 am - 5:00 pm; occasional other hours as scheduled by your supervisor or as needed for events.

Salary/Wage:               \$50,000 - \$60,000 Annually (Administrative Specialist I)

Vacation:                 15       days per year, plus the office is closed Christmas Day - New Year's Day, and staff have limited duties

Sick Days:                6        days per year

Insurance Benefits: Health, dental, vision, workers compensation, unemployment, short-term disability, long-term disability

These and other benefits are discussed in more detail in our Employee Handbook.