



CROSSPURPOSE

Launch Career Advancement Specialist 2025 Job Description

Scope and Position Responsibilities

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.

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.
- 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
- Support the Development Team in their efforts to support corporate engagement
- Formalize partnerships through an MOU development process and liaise with the Employer Network Manager to steward commitments
- Utilize graduate Verification of Employment documents to source new leads for the Employer Network
- Enroll any eligible Explorer into a career track designated.
- 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)
- Minimum 2 years of experience in project management and account management
- 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



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- Team player who can collaborate with program staff who are working directly with Leaders
- Strong commitment to the Christian faith
- 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.