



**THE YOUTH EMPLOYMENT PARTNERSHIP, INC.**  
**Job Announcement: Career Mobility Manager (Education & Employment)**

## **WHO WE ARE**

Founded in 1973 by Oakland teachers and local civic leaders, YEP was designed to enhance the employment and education outcomes of low-income and systems-impacted Oakland youth through job training, skill building, and education fused with hands-on work experience.

For more information, see us on CBS News: <https://tinyurl.com/yepcbsnews>

## **THE ROLE**

YEP's Stable Futures Housing Program is a workforce housing and self-sufficiency program serving young adults ages 18–24. We combine **housing stability, workforce training, education pathways, and financial literacy** into a single, outcomes-driven model. Our goal is simple but ambitious: help young adults move from instability to **sustained economic independence**.

The **Career Mobility Manager** is responsible for designing, managing, and driving **career advancement outcomes** for Stable Futures participants. This role goes beyond job placement—it focuses on **career pathways, wage progression, credential attainment, and long-term mobility**.

You will lead systems that move participants from **entry-level work to career-track employment**, coordinating closely with employers, education partners, and internal housing and support teams.

This role is ideal for a professional who understands workforce development **and** knows how to turn systems into real results.

This position blends:

- **Education Enrollment & Persistence**
- **Career Navigation & Job Placement**
- **Employer & Training Partner Coordination**
- **Outcome Tracking & Accountability**

The ideal candidate is **highly organized, outcome-driven, relational, and comfortable pushing participants (with support) from intention to execution**.

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## **Key Responsibilities**

### **Career Pathways & Participant Outcomes**

- Develop individualized **career mobility plans** aligned with participant goals
- Track progress from enrollment → placement → retention → advancement
- Support wage growth, credential completion, and career transitions
- Coach participants on professional skills, career decision-making, and accountability

## Employer & Education Partnerships

- Build and manage employer relationships offering **career-track roles**
- Coordinate with community colleges, training providers, and credentialing bodies
- Align placements with **labor market demand and wage thresholds**

## Job Placement & Advancement

- Oversee job placement strategies with a focus on **quality jobs**, not just speed
- Support participants through onboarding, early employment, and promotion readiness
- Address employment barriers proactively (attendance, communication, performance)

## Systems, Data & Reporting

- Track KPIs including placement rate, retention, wage growth, and credential attainment
- Maintain accurate participant and employer records
- Contribute to reports for leadership, funders, and partners

## Collaboration & Leadership

- Work closely with Housing, Case Management, and Education teams
- Serve as a thought partner in refining Stable Futures' career mobility model
- Model professionalism, consistency, and high expectations

## Qualifications (Required)

- 3+ years experience in **workforce development, career coaching, job placement, or program management**
- Demonstrated success placing individuals into employment **and supporting advancement**
- Experience working with young adults or populations facing employment barriers
- Strong organizational, communication, and relationship-building skills
- Comfortable holding participants accountable with empathy and clarity

## Preferred Qualifications

- Experience with **career pathways, sector strategies, or credential programs**
- Familiarity with Bay Area labor markets
- Background in nonprofit, education, or public workforce systems
- Data-driven mindset with experience tracking outcomes

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## What Success Looks Like in This Role

- Participants don't just get jobs—they **move up**
- Employers see Stable Futures as a **trusted talent pipeline**
- Career plans translate into **measurable wage and stability gains**
- Systems run consistently, even as participant needs evolve

# Compensation & Benefits

The Career Mobility Manager is a full-time employee with an annual compensation package ranging from \$72,000-\$80,000 commensurate with experience and education.

- Competitive salary based on experience
- Health benefits and paid time off
- Mission-driven work with real community impact

## **\*Health & Welfare**

The Career Mobility Manager receives all benefits required by law and an additional 18% of their gross monthly salary in a cafeteria-style flexible health, dental, vision, and wellness benefit plan (2% set aside for mental health support).

## **\*Retirement: 403b Plan and Organization Match**

YEP has a 403b retirement plan available for all employees to make voluntary contributions to their fund. YEP offer a maximum match of \$2,000 for all employees that contribute at least \$2,000 in the calendar year.

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# How to Apply

Email [info@yep.org](mailto:info@yep.org) with your resume and a brief cover letter describing:

1. Your experience supporting career advancement (not just job placement), and
2. Why workforce mobility matters to you.

Please use “Career Mobility Manager” as your Subject line.

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**EQUAL OPPORTUNITY:** The Youth Employment Partnership, Inc. actively seeks to hire, promote, and provide services to individuals without regard to race, creed, color, gender identity, sexual orientation, disability, marital status, veteran status, national origin or age.