Program Manager, Youth Skills and Cities

New York, NY

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| **Job Title:** | Program Manager, Youth Skills and Cities |
| **Reports To:** | Executive Director |

**About the Organization**

The Global Business Coalition for Education (GBC-Education) is a movement of businesses committed to ending the global education crisis. Established by Theirworld in 2012, its mission is to ensure that every child has the best start in life, a safe place to learn, and skills for the future.

GBC-Education leverages the collective power of business, government, international organizations, NGOs, youth and other stakeholders to deliver free, equitable and inclusive quality education for all.

With a network of more than 150 influential private sector companies committed to best practice in supporting education and Sustainable Development Goal 4, GBC-Education has become one of the world’s most effective forums for connecting businesses that aim to make an impact on the lives of young people through education.

The Global Business Coalition for Education is registered as a 501-(c)-(3) in the United States.

# Position Summary

GBC-Education is seeking a Manager of the Youth Skills and Cities program to lead a new, exciting initiative. This pioneering, multi-year program aims to achieve practical, rapid and relevant solutions to the youth skills crisis for communities by bringing young people, the business community and policymakers together at a city-level to deliver new ways of working together. The program goal is to influence the lives of young people, especially those from underserved communities, by inspiring the creation of the necessary policies, systems, processes, and stakeholder coordination for “youth skills friendly cities” that include and support all youth in preparing for, finding, creating and succeeding in meaningful, quality jobs.

To accomplish this important goal, in partnership with donors, partner organizations and stakeholders, the program is set to rapidly implement major, nation-wide activities designed to (1) shape the agenda and behavior of communities by focusing them on specific activities and indicators in addressing the youth skills crisis; (2) identify excellence as a way to inspire others and incentivize progress; and (3) strengthen communities by encouraging collaborations among stakeholders within a city and cross-cities, nation-wide. Key among these activities is the implementation of a recently launched, national Big Ideas, Bright Cities Challenge in the United States to reward achievement related to the standards and recognize bold innovations and aspirations and establishing and cultivating a cross-city, national learning community to elevate best practices, enable collaboration and track collective progress.

The successful candidate will be responsible for developing, implementing, managing and overseeing all aspects of the program’s activities, including strategy, action plans, timelines and budgets; solicitation and development of grant and reward packages for cities; national outreach to encourage cities to apply to the program; management of national skills dashboard; research; communication, outreach and engagement with donors, partners, stakeholders and press; to ensure timely, efficient and successful implementation of the program.

The successful candidate will also have the skillset and ambition to take the national Big Ideas, Bright Cities Challenge and develop plans for a global expansion.

Specific tasks will include:

* Develop, productively engage and manage successful and trusting relationships with donors, partners and stakeholder organizations.
* Prepare necessary presentation materials for meetings, briefings, reports, communication memos and other materials, as needed.
* Develop, implement and oversee the strategy, launch and implementation of a national skills challenge targeting cities, youth-serving organizations and the business community.
* Prepare, implement and lead meetings, events and consultation sessions.
* Engage with various stakeholders to encourage participation in the initiative
* Develop, implement and manage Community of Practice.
* Direct internal and external program’s communications, including with press and social media.
* Manage and oversee external consultancies.
* Ensure program adheres to frameworks and manage all program documentation.
* Conduct research, as necessary.
* Manage all program tasks and activities and provide related support, as required.

# Requirements

The ideal candidate will take ownership of the role and manage the program to help the organization achieve and extend it beyond its goals. The role will suit someone who is ambitious, well-organized, hardworking, efficient, able to draw connections between various aspects of our work and wants to make an impact supporting global education through building systemic partnerships in cities and regions.

The successful candidate will have 7+ years of senior-level experience managing an organization’s major program, ideally, working in youth skills, workforce or youth employment. Experience with international development or urban policy is a plus.

The successful candidate will be a collaborator, working across multiple time zones with staff, partners, local networks, members and donors to implement, manage and grow the program and our network.

The candidate will be able to:

* Manage all program activities and reporting.
* Engage with and successfully manage external corporate and philanthropic audiences.
* Foster a sense of team spirit among internal and external stakeholders.
* Think creatively and develop innovative, practical solutions.
* Work closely with dedicated colleagues in an agile small-team setting.
* Communicate well and relay information in a timely manner.
* Work in a fast-paced environment with the ability to manage multiple tasks and meet tight deadlines.
* Write effectively and succinctly, with attention to detail, grammar and copy editing.
* Demonstrate professional conduct at all times.
* Perform other related duties, as requested.

At the Global Business Coalition for Education, we value all types of learning – both formal and through professional experience. An advanced degree in Public Policy, Business Administration, or related fields is preferred, but not required.

**Other**

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| **Equipment to be Used:** | Personal computer and other office equipment such as telephone, calculator, fax machine, copier, scanner, etc. |
| **Typical Physical Demands:** | Manual dexterity sufficient to operate standard office equipment. |
| **Typical Mental Demands:** | Able to deal with stress associated with fast-paced work environment. Multiple priorities/tasks. Make judgment decisions and adapt to changing work situations. Grasp and apply new ideas. Communicate with various personalities at all levels. |
| **Working Conditions:** | Works in a typical office setting. Occasionally called upon to work hours in excess of your normal daily schedule. |

# Interested candidates should submit resume and salary requirement to:

# info@gbc-education.org by April 15, 2022.

# Please include your last name and the position title in the subject line.

# *The Global Business Coalition for Education offers a challenging work environment, business casual dress code and a total compensation package that includes a competitive salary, medical, dental and transit benefits, and a 401 (k) plan.*

# *The Global Business Coalition for Education is an Equal Opportunity Employer. The organization’s success depends heavily on the effective utilization of qualified people, regardless of their race, ancestry, religion, colour, sex, age, national origin, sexual orientation, gender identity and/or expression, disability, veteran's status, or any characteristic protected by law. We adhere to and promote equal employment opportunity for all.*

# *The Global Business Coalition for Education provides reasonable accommodations for persons with disabilities, including in the application and interview process.*

# *Qualified candidates only. No search firms.*