



JAG | NE

JOBS for AMERICA'S GRADUATES NEBRASKA
In Association with United Way of the Midlands

United Way
of the Midlands



Job Posting

Organization: United Way of the Midlands – JAG Nebraska
Job Title: JAG Nebraska Program Manager
FLSA Status: Full Time, Exempt
Location: Omaha, NE

UWM's Mission: To UNITE our community's CARING SPIRIT to build a STRONGER tomorrow.

UWM Guiding Principles:

- Build **TRUST** in everything we do
- Extend **GRACE** by thinking beyond yourself
- Show **GRIT** by bringing it every day
- Be **OPEN** to embrace others' differences
- Actively **ENGAGE** by listening and sharing
- Live **CURIOSLY** to learn constantly

***The Program Manager is** responsible for ensuring program goals are achieved by providing oversight and support to a team of JAG Career Specialists.

Jobs for America's Graduates (JAG Nebraska) is dedicated to empowering students with the personal and professional development skills and support to achieve success in high school graduation, further education, and employment following high school graduation. JAG Nebraska programming is provided as in-school, for-credit class electives during the school day. Classes integrate project-based learning and employer engagement through hands-on, realistic learning experiences where students master up to 87 competencies translatable to the workforce. JAG also provides leadership development experiences through extracurricular activities which include student-led planning and engagement for public service and social awareness projects and activities in addition to participation in State and National JAG conferences throughout the school year. As a result of JAG Nebraska, students become equipped to contribute to the local community through the attainment of meaningful employment and active civic engagement skills.

Jobs for America's Graduates (JAG) JAG NE Specialists are teachers and educators, advocates for students, and caring adults and mentors. Our Specialists are responsible for guiding our students through project-based learning experiences for mastery of a minimum of 37 competencies in each JAG class. Specialists must be successful in fully implementing the JAG Nebraska model with integrity while supporting our students to navigate life and academia successfully, achieving high school graduation early or on time, and positive outcomes post-graduation. JAG Specialists work closely with school teachers and supervisors to provide support and coordination for students and must represent the organization's values at all times and must be well-versed in building relationships with multiple stakeholders simultaneously. contribute to the local community through the attainment of meaningful employment and active civic engagement skills.

Duties and Responsibilities:

- Ensure the JAG Advantage (Project Based Learning, Trauma Informed Care, and Employer Engagement) is implemented with integrity within each program leading to the successful performance outcomes of each program.
- Provides coaching to JAG Nebraska Career Specialists by monitoring strategic oversight to meet program goals.
- Travel to program sites once per semester to engage in meaningful relationship-building with students, the JAG Career Specialist, and school administrators.
- Conduct an annual meeting with the school administrator in collaboration with the JAG Career Specialist to review program successes and to learn of and align with upcoming district and school goals.

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- Assist JAG Career Specialists school and district administration as needed regarding student recruitment and opportunities for program expansion and resolve challenges as they arise by communicating effectively, efficiently, and timely while maintaining effective working relationships with school administrators, community leaders, business partners, and JAG Nebraska leadership.
- Ensure evidence-based classroom management techniques are utilized in each JAG classroom.
- Provide mentorship to support Career Specialists in serving as facilitators of the student-led classroom.
- Review, analyze, and assess program performance outcomes by utilizing the data in JAG Force monthly.
- Support JAG Career Specialists by outlining a clear strategy to ensure at least 45 students are served per program.
- Review and assess employer engagement activities to ensure one hands-on engagement is provided in each CTE sector per program per school year. Collaborate with the UWM AVP of Development to remove gaps in services for employer engagement.
- Ensure strategic and meaningful partnerships with local United Way chapters per program.
- Complete performance evaluations for JAG Career Specialists according to United Way of the Midlands policy, providing effective and supportive feedback to JAG Career Specialists while also receiving feedback.
- Ensure integrity of the JAG model, accreditation compliance, grant requirements, and partnership obligations.
- Regularly brief the JAG Nebraska Regional Manager on program performance outcomes and appropriate plan of action for improvements as needed.
- Assist in planning and implementation of national, statewide, and regional student and staff events and trainings, including facilitation of event planning committees as assigned.
- Host team meetings with JAG Career Specialists to share information, learn team needs, and receive feedback.
- Meet one on one with JAG Career Specialists once monthly to provide support as needed.
- Recruit, interview, and hire for JAG Nebraska Career Specialist positions according to the requirements of the position and in collaboration with each school district's administration.
- Regularly brief the JAG Nebraska Regional Director on JAG Nebraska program performance outcomes and recommends appropriate action for improvement.
- Responsible for quality assurance on all paperwork and data to ensure compliance with all funding and accreditation requirements as well as ensuring deadlines are met in a timely manner.
- Provide suggestions for revisions to organizational policies and procedures as they relate to the operation of JAG Nebraska to the Regional Manager.
- Coordinates with the JAG Regional Manager and the UWM Communications Manager regarding local media and press requests or engagements.
- Demonstrate the United Way of the Midlands values at all times by building trust, extending grace, showing grit, being open and embracing others' differences, engaging through listening and sharing, and curiously learning constantly.
- Maintain the highest level of confidentiality, integrity and professionalism.
- Participate in approved national and state training opportunities and conferences.
- Perform other duties as assigned by the supervisor.

Required Knowledge, Skills, and Abilities:

- Required to work 12 months per year.
- Must comply with the school staff handbook, policies, standards, and expectations as applicable.
- Must be able to effectively use Microsoft Office (Word, PowerPoint, Excel, Teams).
- Must be knowledgeable about human services and major systems work.
- Must have a good understanding of philanthropy and the role non-profit organizations play in our community.
- Must analyze and verify data reports as applicable for integrity, accuracy, and various funding requirements.
- Must have the ability to effectively represent UWM and JAG Nebraska during community and stakeholder meetings.
- Must think strategically to effectively plan, organize, execute, and manage multiple projects to accomplish goals.
- Must be highly organized, responsive, and be able to handle multiple deliverables at the same time.
- Must maintain a positive attitude and care deeply about the overall success of UWM and JAG Nebraska.
- Must work independently while managing multiple priorities and deadlines.
- Must establish appropriate boundaries while developing and maintaining positive relationships.
- Must communicate effectively, orally and in writing, with a variety of individuals, within and outside of the school system.
- Must make formal and informal presentations.

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- Must effectively implement curriculum, projects, and/or other educational opportunities consistent with the goals of the JAG and the Nebraska Department of Education requirements for Career and Technical Education.
- Must comply with and adhere to the State of Nebraska Career Specialist and teaching standards and requirements.
- Must become familiar with various funding requirements, such as ESSER, GEER, TANF, WIOA, etc.
- Must be able and willing to follow the chain of command and organizational policies and values.
- Must possess a current and valid driver's license.
- Driving is an essential function of this position.
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Supervisory Responsibilities:

This position supervises a team of JAG Nebraska Career Specialists.

Education and/or Experience:

- Must meet Nebraska Department of Education's Teaching Career Education Permit requirements: Career Ed Teaching Permit Requirements (ne.gov), to include:
 - Completion of a prescribed course of study in a career education area at the postsecondary level, or
 - Completion of an apprenticeship in the career education area, or
 - Demonstrated proficiency in the career education area based on 5 years or more of practice in that career, or
 - Demonstrated proficiency by passing a competency test approved by the industry or career area, and
 - Must be willing to complete the Human Relations Training Requirement upon hire, and
 - Must be willing to obtain the State of Nebraska Fingerprint Card process as applicable: Fingerprint Cards (ne.gov)

An accredited Bachelor's degree is required. Master's degree in relevant field preferred. Must possess 3-5 years of relevant prior experience successfully leading a decentralized team.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Regularly reach with hands and arms and talk or hear.
- Occasionally required to walk; climb or balance and stoop, kneel, crouch, or crawl.
- Must occasionally lift and/or move up to 50 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- The noise level in the work environment is usually moderate.