



# 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 Training 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 Training Manager** is responsible for creating, implementing, and evaluating JAG Nebraska's staff training programs.

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.

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### Duties and Responsibilities:

- Design and implement the training functions for the JAG Nebraska Program.
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- Design and manage the facilitation of training that meets organization needs and eradicates gaps.
- Utilize evidence-based methods to gather data and feedback regarding training such as surveys, focus groups, etc.
- Review, assess, and modify training design and structure as needed to ensure best-in-class training programs.
- Create training plans from onboarding through ongoing training for every JAG Nebraska position.
- Design and implement coaching and mentorship programming utilizing proven practices.

**JAGNEBRASKA.ORG**

2201 Farnam Street, Suite 200, Omaha, NE 68102



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- Implement a framework of pathways for internal career growth (Registered Apprenticeships for each position).
- Establish relationships with vendors to utilize external training when appropriate.
- Coordinate planning of annual employee training events.
- Perform other duties as assigned by the supervisor.
- Must comply with the school staff handbook, policies, standards, and expectations.

### **Required Knowledge, Skills, and Abilities:**

- Must be able to effectively use the Microsoft Office package of software (Word, PowerPoint, Excel, Teams).
- Serve as an example by being an advocate and caring adult while upholding 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.
- Required to work 12 months per year.
- 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 enter, 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 able to handle multiple deliverables at the same time and on short notice.
- Must maintain a positive attitude and care deeply about the overall success of UWM and JAG Nebraska.
- Must be able to work independently while managing multiple priorities and deadlines.
- Must be able to communicate effectively, orally and in writing, with a variety of individuals, within and outside of the school system.
- Must be able to make formal and informal presentations.
- Must be able to 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 be able to effectively develop and maintain positive relationships with appropriate boundaries.
- Must be able to effectively organize, prioritize, and manage multiple projects to achieve multiple goals simultaneously.
- Must comply with and adhere to the State of Nebraska teacher and teaching standards and requirements.
- 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.

### **Supervisory Responsibilities:**

This position does not currently have supervisory responsibilities related to personnel.

### **Education and/or Experience:**

An accredited Bachelor's degree is required. Master's degree in relevant field preferred. Must possess 3-5 years of relevant prior experience designing, implementing, managing, and providing training programs.

### **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.