

Company: Genesys Works
Location: St. Paul, Minnesota
Employment type: Full-time



Position: Team Lead

Genesys Works is a nonprofit organization that trains and employs high school seniors to perform professional services for major corporations. Our mission is to enable economically-disadvantaged students to enter the economic mainstream by providing them the knowledge and work experience required to succeed as technical professionals.

In our Twin Cities office, we are looking for enthusiastic individuals who can lead, motivate and mentor youth in a manner that helps transform these promising students into young professionals. Qualified individuals will also have the composure, confidence and organizational skills to manage and build relationships with the corporate clients who employ our students. Few jobs are as rewarding as this. You will see students enter the program as typical kids and graduate 14 months later as self-confident young men and women with clearer visions of what they want to accomplish in life and defined plans for how to achieve their goals. Over 95 percent of our graduates go on to college as a result of the Genesys Works program and the people like you who make it happen.

Specific responsibilities include:

- Teaching aspects of our communication and professional skills curriculum to students during an eight-week summer training program
- Becoming a trusted mentor to students so you are able to encourage and influence their actions
- Coordinating and leading weekly team meetings of Genesys Works students during the school year where you assist them in choosing a career path, applying to colleges, securing financial aid and developing professional and life skills.
- Monitoring and motivating student intern performance in the workplace.
- Developing and managing relationships with our corporate clients to ensure that client and student issues in the workplace are dealt with effectively
- Working with guidance counselors and teachers at targeted high schools to identify and recruit appropriate students for the Genesys Works program
- Identifying and coordinating community service projects, planning fun events and organizing team-building activities for GW students and staff

Qualifications:

We seek candidates who believe deeply in our organization's mission, who thrive in an entrepreneurial and dynamic environment, and who demonstrate a record of achievement in previous activities.

Qualified candidates will possess:

- Effective oral and written communication skills
- Professional demeanor, strong work ethic and experience in a professional work environment
- Strong presence and leadership in a classroom
- Initiative to work independently while simultaneously maintaining a team focus
- Heart, humor and a commitment to our youth development mission
- Ability to relate to and work with diverse populations
- Attention to detail and ability to work well under pressure
- Comfort working with computers, databases and Microsoft Office applications
- Four year college degree, all majors considered
- Ability to work a flexible schedule, including some evenings and weekends

How to Apply:

To apply, please email your cover letter and resume to Beth Moncrief, Program Manager, at bmoncrief@genesysworks.org. Additional information on Genesys Works and its programming can be found on our web site www.genesysworks.org.