

LOGOS ACADEMY JOB DESCRIPTION

Created Date: 1/30/19(ODM) Revised Date:

Title: Director of Workforce Integration (Exempt, 12-month, Full-Time, Regular, No Stipend)

Reports To: Vice President of Advancement

Minimum Requirements

- Passionate commitment to helping Logos Academy be a vibrant learning community, committed to our 5C's: Christ-centered, culturally diverse, community-minded, classically trained, and collaborative family partnerships.
- Commitment to advancing the mission of Logos Academy through hard work, innovation, partnership with the Advancement Department, and in good stewardship of resources
- Commitment to helping Logos in advancing the technology plan through personal growth and initiative.
- Bachelor's degree in related field and/or 5 years experience working in business development, project management, or corporate community engagement. Experience in education, youth ministry, or nonprofit corporate giving a plus.
- Excellent relational and communication skills, emotional intelligence, and personal management strength
- Ability to work independently, self-start, be flexible, be a collaborative team member, and manage and drive numerous projects
- Ability to communicate effectively orally, by phone, in person and in writing.
- Proficient typing, writing and strong skills in Google sheets, docs, and calendars.
- Proven access to local business networks with experience in church and community networks preferred.
- Professionalism and integrity evidenced in appearance and demeanor; handling confidential information, stressful situations, flexibility, and meeting deadlines
- Must have valid driver's license and means of personal transportation.

Major Responsibilities

Work collaboratively with a taskforce and advisory council to design and implement work integrated learning initiatives (internships, cooperative education, and flexible work arrangements).

- Serve as a member of the task force for Work Integrated Learning charged with reworking the school's education model at Logos Academy. (Including but not limited to: assistant head of school, guidance counselor, high school lead, dean of students, VP of advancement, head of school/CEO, etc).
- Provide leadership to an advisory council for Work Integrated Learning which will consist of business people, board members, community leaders, and philanthropists).
- Implement a R&D (research and development) process to rework the school model that honors Logos Academy's core values and empowers our students to realize the Portrait of a Graduate and break cycles of poverty.

Develop and manage a portfolio of business partners and mentors that strategically support the objectives of work integrated learning at Logos Academy.

- Maintain a network of business partners that engage at varying levels of commitment to support Logos Academy students as they explore the workforce and obtain experience.
- Engage a network of mentors (from businesses, churches, and the community) who are committed to invest in our students and help them holistically develop into the values described by the portrait of a graduate.

Work collaboratively to support work integrated learning initiatives across the various departments at Logos Academy.

- Work directly with students to teach, coach and advise as they explore potential careers and navigate post-graduation jobs, training, and/or education.
- Teach as many as two independent half-credit courses.
- Collaborate and support the assistant head of school, high school lead, and dean of students as they train, reorient, and communicate with teachers, families, and students about workforce integration.
- Work collaboratively with fundraising staff to cultivate donors and raise revenue for workforce integration and programming.

General administrative functions

- Stay connected and engaged to activity at Logos Academy via classroom visits, meetings, events, email, and communication.
- Expand knowledge of Logos Academy program, educational practices, mission, philosophy, and classical curriculum.
- Other duties as assigned