

## Position Description

**Title:** Talent Partnerships Associate

**Department:** Employer Engagement, Programs

**Reports to:** Partnerships Talent Manager

**FLSA Status:** Exempt

**Location:** Remote or Hybrid Preference near an UpGlo | Office Location (NY, Chicago, San Francisco, Washington, D.C)

### ***About the Organization***

Over the years, Upwardly Global has supported thousands of foreign-born skilled job seekers in transitioning from poverty or exclusion to quality, thriving-wage careers through its customized program and holistic approach to integrating skilled immigrants into the US job market. Upwardly Global is a data-driven, innovative organization with a bold vision and a fearless spirit operating out of four major US markets and providing remote services to several parts of the country. It is unwavering in its commitment to a diverse and inclusive culture where every voice matters.

### ***About Employer Engagement***

Upwardly Global's employer engagement strategy is centered around employer practice change and removing barriers for immigrant and refugee professional job seekers. We intentionally partner with employers who are committed to investing in immigrant and refugee integration into the U.S workforce --starting from the frontline recruiter level all the way to the C-Suite. We carry out this work through several initiatives including building talent pipelines, leading inclusivity and sensitivity trainings for corporate teams, developing employer-facing digital tools to scale our work, and leading a cross-sector DEI Employer Working Group.

### **Position Overview:**

Upwardly Global's team is seeking a passionate and collaborative associate to join our growing Employer engagement team. This is an opportunity to make an impact on driving employer practices to be more inclusive of immigrant and refugee talent.

The Employer Partnerships Associate is a dynamic role at the intersection of project coordination, account/partnership management support, service delivery, and data management support. The Associate will support the broader goals and projects in the employer engagement team with a main focus on directly supporting talent partnerships delivery in our broader employer network.

This person will work in close collaboration with the Talent Partnerships Manager while supporting the development and execution of our corporate engagement strategy with this portfolio of partners. They will help maintain and grow successful partnerships with employers.

They will also serve as the organization's internal Employer Engagement point person for cross-team collaboration, primarily with the career services and job coaching team. They will help ensure strong support and tracking for Employer Partnership related data, systems, and tools for execution, supporting the team to ensure goals and objectives are achieved.

A strong candidate will have a background working on cross-functional teams, project coordination, administrative skills, strong understanding of resume best practices, some partnership management and private-sector experience, and delivering services in a mission-driven environment with attention to detail

### **Essential Duties & Responsibilities:**

The ability to build and maintain a strong project management system, and support high-impact employer relationships, including:

#### **a) Talent Partnerships - Implementation**

- Collaborate with Partnerships Talent Manager to strengthen, troubleshoot, and grow employer relationships
- Lead on presenting job-seeker applications to partners in a timely manner:
- Reviewing resumes to ensure quality and alignment with roles, is error-free, etc.
- Collaborate with job coaches or jobseeker to make revisions as needed.
- Ensure job-seeker data (applications, interviews, etc.) are properly tracked in Salesforce
- Support requests for curated talent presents from partners, sourcing candidates and liaising with job coaches and job-seekers to assess fit and interest.
- Join partnership monthly calls and kick-off meetings with Partnerships Talent Manager to understand partner needs, referral processes, and help monitor partnership progress.
- Coordinate and execute sending weekly "job alerts" emails to job-seekers, overseeing publishing schedule and liaising with Partnerships Talent Manager to craft content.
- Support Partnerships Talent Manager in execution of Employer Spotlights and special recruitment events with employer partners.
- Support Talent Partnerships Manager to create and execute trainings and resources (as needed) for job-seekers/coaches on how to make strong job applications for employer partners
- Escalate opportunities and challenges to Partnerships Talent Manager. Collaborate to implement solutions and ideas.
- Utilize best practices, techniques, and standards in data management and program management throughout entire program execution.
- Collaborate cross functionally and departmentally as needed to ensure partnership goals are achieved and employer opportunities are well aligned with jobseekers' needs.

#### **b) Project coordination / Data management / Reporting**

- Measure project performance to identify areas for improvement. Monitor progress and make adjustments as needed
- Ensure accurate and timely Salesforce tracking for all employer partner candidate job applications and interviews
- Develop spreadsheets to document and track needs and generate custom Salesforce reports as needed
- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress.
- Support Partnerships Talent Manager in ensuring candidate data accuracy in HiredScore and Employer Talent Platform.
- Collaborate with Partnerships Talent Manager to create and execute quality assurance system for resumes feeding into employer tools
- Help oversee the talent partnerships map for Upwardly Global's internal teams (ensure referral process and steps are accurate for assigned partners portfolio and companies are removed/added and tracked correctly).
- Track and oversee Upwardly Global's informal employer partner network: ensure partnerships and referral processes are accurate and updated on internal partner maps and external communications to job-seekers, liaise with coaches and internal teams to grow the network and keep updated on current contacts.

**c) *Cross-department communication***

- Serve as the point person and main liaison between the Employer Partnerships team and Upwardly Global's national team of job coaches:
- Lead a monthly call between the Employer Engagement team and coaches to share employer partnership updates, news, answer questions, etc.
- Support execution of alternative hiring pathway programs as needed: collaborate with job coaches to curate resumes, etc.
- Other duties and projects as needed.

**Knowledge & Skills Required**

- Demonstrated experience supporting partnerships, preferably private sector partnerships (or experience in the private sector) or equivalent experience
- Highly organized, with strong attention to detail and the ability to synthesize data and produce detailed reports
- Excellent data management and reporting skills
- Committed to principles of Diversity, Equity, & Inclusion
- Excellent written and verbal communication skills, strong presentation skills
- Familiarity with Salesforce data entry
- A quick learner and able to get up to speed quickly on new topics
- Ability to effectively and efficiently manage multiple priorities and deadlines
- Ability to prioritize and pivot quickly (as needed)

**Preferred Qualifications:**

- Understanding of recruitment processes at corporations to be able to effectively work on talent pipeline management and resume best practices, a plus
- Experience with Diversity, Equity, and Inclusion initiatives and understanding of corporate challenges around DEI, a plus
- Bachelor's degree or equivalent preferred

**Work Environment/Physical Requirements**

- Must be available to occasionally work evening events and weekend sessions (when/if needed).
- Must have reliable transportation depending on region.

**Salary Range Disclaimer**

The base salary range represents the low and high end of the Indeed salary range for this position. Actual salaries will vary depending on factors including but not limited to location, experience, and performance. The range listed is just one component of Upwardly Global's total compensation package for employees. Benefits include a paid time off policy, hybrid or remote work schedule, medical/dental/vision insurance, short-term disability insurance, life insurance, and retirement plan with employer match.

**Salary Range Transparency:**

- **Central Region:** \$53,000 - \$63,000 per year
- **Western/Eastern Region:** \$58,000 - \$68,000 per year

Upwardly Global is deeply committed to building a workplace where inclusion is not only valued but prioritized. We're proud to be an equal-opportunity employer seeking to create a welcoming and diverse environment.

Interested candidates should apply by clicking [HERE](#) and submitting a resume and cover letter.