Employability Manager - Generation Brazil

ABOUT GENERATION

INTRODUCING GENERATION AND OUR WORK IN BRAZIL

Generation is a global employment nonprofit organization that delivers sector-leading employment and income results consistently across countries and programs. We train and place adult learners into careers that would otherwise be inaccessible and seek to improve how education to employment systems function. We launched in 2015 and comprise a global hub and a network of 18 in-country affiliates. Together, we create opportunities for adults of all ages to transform their lives through employment. To date, Generation has more than 65,000 graduates and works with more than 8,000 employer partners, implementation partners, and funders. For more, visit generation.org

Generation Brazil is also a nonprofit organization affiliate of Generation: You Employed (“Generation Global”). Generation Global headquarters is in Washington D.C and Generation Brazil is based in São Paulo. It started its operations in Brazil in 2019 and has enrolled 2,300 + students in technology and sales programs. 80% of our graduates get a job within 180 days and that is a key metric to fulfill our mission to educate to employment. Most of the programs are online in 4 cities: São Paulo, Campinas, Recife and Rio de Janeiro.

Job Overview

Generation is seeking an experienced professional to support the placement of Generation graduates in successful careers, working and developing the two main pillars of this work: 1) graduates’ support and mentoring through their job hunting processes and 2) prospecting new employers and maintaining the current ones. This role is key to keep our growth strategy and it is our main impact indicator as well as the reason for our existence. You will contribute to the whole orientation cycle of our learners, supporting them in their professional placement and monitoring KPIs regarding our graduates. You will also be responsible for prospecting new employers and nurturing those relationships, helping companies identify, match and hire our graduates. The Manager will report directly to Generation CEO and will have 4 direct reports. You will work closely in coordination with the local leadership, regional leadership and global Employability teams.

Main Responsibilities

Employability and Mentoring Processes (50%)
The main responsibility of this job is to insert Generation graduates into the marketplace. To do that, you will be responsible for reviewing and structuring our Employability Machine, making sure processes are being executed and with excellence, ensuring the effective delivery of the employability and mentoring programs, preparing participants for job placement and organizing events with employers, and post-program employability sessions. Another crucial part of the role is managing the talent database, compiling student and graduate CVs to share with potential employers. This position works closely with the Curriculum & Instruction (C&I) team to ensure students develop the technical and interpersonal skills necessary for professional success, implementing strategies to monitor graduates’ employability progress during and after the program. Another part of this work is monitoring the hiring status of graduates and identifying the main causes for unemployment, implementing surveys of former learners, inserting all information in Salesforce and guaranteeing ongoing improvements in the orientation and employability processes according to feedbacks from learners and employers.

New and Current Employers Engagement (50%)
Another important responsibility of this job is to prospect new employers and keep them engaged and hiring our graduates. Engaging employers is a key part of our Employability Machine, thus understanding the employers and their objectives and interests is vital to keep our employability goals. It is a growing effort to expand our employers’ network and to make sure our graduates are getting access to the best job opportunities there are in the market. It is also a
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The responsibility of this role is to ensure we place our graduates in high-quality level jobs, with market-average (or higher) compensation and into successful long-term careers. This part of the work is close to our commercial and partnerships team, as every new partner can become a new employer and vice-versa. Monitoring allocation success would also be key to gauge our graduates’ readiness level for employability and getting feedback from companies regarding the level and performance of our graduates in the selection processes and also in the everyday job activities (impacting hiring recurrence).

Who We Are Looking For

Bachelor’s degree in any field with a solid academic record. Master’s degree preferable
Fluent Portuguese, advanced written and spoken English
5-7 years of proven experience in human resources allocation, attraction, and recruiting.
Experience in nurturing partnerships and business development and a track record of success in managing high-profile conversations and writing/delivering proposals
We are especially excited to see candidates with:
- Experience in a non-profit or social enterprise
- An established network in the Technology Sector and/or HR
- Experience using Salesforce or similar CRM system to manage external relationships
- Diverse background, being from less privileged and more commonly discriminated groups (such as race, ethnic, gender, sexual orientation groups)

Entrepreneurial, creative, innovative, and proactive mindset.
Ability to thrive in the fast-paced, flexible environment of a start-up.
Capacity to set clear, meaningful goals and create a plan to meet & track them. Ownership of targets, resilience, being positive in the face of challenges and dig deep to understand the root cause and think creatively to design solutions.
Track record of managing a pipeline of opportunities to meet big goals, have strong problem-solving skills and a sound personal organizational system to track work and relationships.
Hands-on and flexible in the face of changes and analyze and adapt to new information to shift course as needed.
Speak up and raise issues, analyze data, and learn from failure.
Proven mature presence, communication skills, and empathy needed to build a relationship with different types of stakeholders (a company CEO, a skeptical HR department, and a busy government official) and to influence and motivate them to work with you to support Generation graduates. A strong network in Brazil and energized by meeting new people and cultivating relationships.
Most importantly, is to be passionate about providing educational opportunities that empower others to enter a life-changing professional career. Believe in the potential of the participants in our program and keep their needs front and center in everything.

Details

This is a full-time position based in São Paulo, Brazil, because of occasional in-person meetings and events. Most of our team have been working in a hybrid model, most of the days from home and should have a quiet, private workspace with the ability to connect to reliable internet and a few days per month in our office. You should be open to traveling within the country (20%). Compensation competitive with NGO industry standards, according to the seniority and experience of the candidate. We are not able to sponsor relocation or work visas.

How To Apply

Please email rhbrasil@generation.org with the subject line, Employability Manager - FULL NAME and attach your CV in
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English and a cover letter that highlights aspects of your professional experience that are relevant to this role.

Selection Process

Interviews will take place over Teams and will usually involve 2-3 rounds with the hiring team and other staff from Generation. There will be an interview with the CEO Brazil if possible and an interview with a Global Leader. You will be asked experience based and behavioral questions so that we can get to know you better. There will also be a task to develop according to what the role is requiring, through which, it will be possible to showcase your abilities and experience. We also want to ensure this role is a good fit for you, so please do not hesitate to ask us questions too.