



**POSITION:** Career Specialist

**REPORTS TO:** School-to-Career Assistant Director

**JOB DESCRIPTION:** The Career Specialist recruits and prepares students for participation in private sector jobs and implements the PIC's school-based operations in an assigned Boston Public High School or program. The Career Specialist must be able to work effectively with employers, youth, teachers, school administrators, and other PIC staff.

**GENERAL RESPONSIBILITIES:**

1. Places and supports youth at worksites, in job shadow activities, summer jobs, after school jobs, community service learning, MCAS remediation programs and volunteer opportunities.
2. Completes work-based learning plans and follows up with students and employers.
3. Provides career information and development activities in cooperation with the PIC staff and school teaching faculty.
4. Maintains relationships with employers, including recruitment, student visits, telephone follow-up, work-based learning plans, attendance at employer functions, and other visits to employers.
5. Maintains files on participating employers, and prospects, compiles reports, maintains weekly placement and student case management records.
6. Provides support and coordination to the School-to-Career initiatives in school and in the community.
7. Completes an annual survey of graduates.
8. Participates in professional development, presentations and conferences as both teacher and learner and reads and researches information in the field.
9. Communicates with parents as necessary to support work with students.
10. Refers students needing social or academic help to appropriate service providers.
11. Other duties as assigned.

**DESIRED QUALIFICATIONS:**

1. Bachelor's Degree with a minimum of two years related work experience.
2. Strong organization skills.
3. Strong communication and presentation skills.
4. Knowledge of the Boston school and business communities and familiarity with employment, education, and training systems.
5. Strong interpersonal skills and ability work well with students, employers, school and PIC personnel.

**HOW TO APPLY:**

Please e-mail cover letter and resume to Tara Raposa at [tara.raposa@bostonpic.org](mailto:tara.raposa@bostonpic.org); 617-488-1326 (P).