



**POSITION: Assistant Director, Career Services**

**REPORTS TO: Career Services Director**

**JOB DESCRIPTION:**

The Career Services Assistant Director will hire, train, support, and supervise Career Specialists.

Responsibilities include:

- Guiding the goal-setting process,
- Monitoring data entry and progress towards qualitative and quantitative job readiness goals,
- Maintaining timelines for the completion of projects,
- Facilitating administrative processes, and
- Conducting annual performance evaluations.

The Assistant Director serves alongside two other Assistant Directors, reporting to the Career Services Director who distributes additional leadership responsibilities within the team. The Assistant Directors work with the Employer Engagement Managers to position as many students as possible for successful private sector internships, as well as to coordinate school-year career exploration activities. They work with the Admin and Finance team to coordinate the implementation of the PIC-sponsored jobs program.

In addition, the Career Services Assistant Director will serve as the PIC liaison with BPS high school leaders—principals, assistant principals partnership directors, and guidance staff members to develop and pursue shared goals and expectations for school partnerships.

**GENERAL RESPONSIBILITIES:**

1. Supervise Career Specialists, ensuring attention to deadlines and successful execution of projects and initiatives. Coach, counsel, and guide Career Specialists to implement productivity and professionalism standards. Receive complaints, resolve problems, and provide constructive feedback to your team members.
2. Lead the recruitment, hiring, onboarding, and training of new Career Specialists.
3. Design professional development opportunities for staff to develop the skills and knowledge to provide college and career support services and activities to serve a diverse student population.
4. Lead the development of school-specific plans to be carried out by Career Specialists in collaboration with school-based staff and partners. Schedule meetings with school staff, including leadership and guidance teams, to foster strong relationships between the PIC and BPS school communities.
5. Develop and sustain relationships with school-based leadership to ensure Career Specialists are provided access and support to prepare students for paid work opportunities.
6. Collect and complete necessary paperwork, such as timesheets, performance appraisals, and other employee information.

7. Complete special projects as needed.

## **DESIRED QUALIFICATIONS**

1. At least three years of experience as a PIC Career Specialist or at least three years of supervisory experience at a nonprofit organization with school-based staff members.
2. Strong organizational skills and attention to detail.
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4. Strong communication and presentation skills.
5. Knowledge of the Boston school system and business communities, and familiarity with employment, education, and training systems.
6. Strong interpersonal skills and ability to work well with students, employers, partners, and school and PIC personnel.
7. Demonstrate a willingness to work on specialized projects that benefit students and the PIC community at large.

**Please submit a cover letter and resume to Catherine Killen at [catherine.killen@bostonpic.org](mailto:catherine.killen@bostonpic.org) by 5:00 PM, Friday, December 17, 2022.**

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