



**POSITION:** Career Specialist

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

**JOB DESCRIPTION:**

Based in one or more Boston public high schools, the Career Specialist recruits and prepares students for employment throughout the year and identifies work-ready students to make appropriate referrals. In coordination with the PIC's employer engagement managers, the Career Specialist supports students through selection processes and at worksites to make sure that they are meeting employer expectations and engaging in productive work-based learning experiences. The Career Specialist must be able to work effectively with youth, employers, partners, teachers, school administrators, and PIC staff.

**GENERAL RESPONSIBILITIES:**

1. Identifies, prepares, and matches students with jobs and internships, both during the summer and school year, and with career awareness activities such as job shadows and site visits.
2. Delivers workshops on topics such as resume writing and workplace etiquette; Leads career awareness and exploration activities such as career panels, advisory boards, and field trips in cooperation with PIC staff and school teaching faculty.
3. Supports students and workplace supervisors in the use of the Massachusetts Work-Based Learning Plan as a skill development tool.
4. Collaborates with employer engagement managers to facilitate the variety of employer-based programs and activities in partnership with the Boston Public Schools.
5. Inputs data on student activities and placements into the database (CitySpan) in a timely manner based upon assigned deadlines; Maintains current data on active student caseload. Regularly checks progress against work readiness milestones and placement goals.
6. Participates in School-to-Career initiatives and partnerships such as Innovation Pathways, career pathway development, and collaboration with college advising organizations.
7. Adapts to partner systems as needed, such as using Naviance as a career exploration tool.
8. Completes an annual survey of graduates to obtain information on their post-high school employment and education activities for career and technical education programs.
9. Refers students needing social or academic help to appropriate service providers.
10. Maintains regular communication with colleagues and key partners, such as school staff, private sector employers, and community based organizations; Participates in organization-wide initiatives and events; Represents and advocates for the organization and its initiatives with external audiences; Recruits participants for major PIC events, such as the annual meeting.
11. Navigates different cultural environments well and is able to adapt regardless of situation; Identifies and builds relationships between cultural environments.

**DESIRED QUALIFICATIONS:**

1. Bachelor's Degree and/or a minimum of two years related work experience.
2. Strong organization skills and attention to detail.
3. Strong communication and presentation skills. Preference for bilingual candidates, specifically Spanish speakers.
4. Knowledge of the Boston school system and business communities, and familiarity with employment, education, and training systems.
5. Strong interpersonal skills and ability to work well with students, employers, partners, and school and PIC personnel.
6. Demonstrate a willingness to work on specialized projects that benefit their students and the PIC community at large.

*Please submit cover letter and resume to Catherine Killen ([catherine.killen@bostonpic.org](mailto:catherine.killen@bostonpic.org)).*