



**POSITION:** Career Specialist

**REPORTS TO:** Career Services 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 team, 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, teachers, school administrators, and PIC staff.

**GENERAL RESPONSIBILITIES:**

1. Identifies, prepares, and matches students with jobs and internships, both during the summer and after school, 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 the employer engagement team 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 STC database (CitySpan). Maintains current data on active student caseload. Regularly checks progress against work readiness milestones and placement goals.
6. Participates in School-to-Career initiatives such as Linked Learning, career pathway development, and collaboration with college advising organizations.
7. Completes an annual survey of graduates to obtain information on their post-high school employment and education activities for career and technical education programs.
8. Refers students needing social or academic help to appropriate service providers.
9. Recruits participants for major PIC events such as the annual meeting.

**DESIRED QUALIFICATIONS:**

1. Bachelor's Degree with a minimum of two years related work experience.
2. Strong organization skills and attention to detail.
3. Strong communication and presentation skills.
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, and school and PIC personnel.

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