



POSITION: **Postsecondary Career and Employment Specialist**

REPORTS TO: **Postsecondary Team Manager**

JOB DESCRIPTION: The Postsecondary Career and Employment Specialist will be part of the Boston Private Industry Council's (PIC) postsecondary initiative at Bunker Hill Community College (BHCC), a partnership between the PIC and BHCC. The PIC's postsecondary initiative focuses on supporting Boston Public Schools (BPS) graduates to complete college at local campuses. The two Postsecondary Career and Employment Specialists will form a career coaching team that will provide a career development focus for the initiative. The team will help BPS graduates attending BHCC to identify and start on career pathways as they fulfill their Associate's Degree requirements and ultimately help them to successfully transition from BHCC to career-oriented employment or to a 4-year college. The PIC career coaching team will offer scaffolded support, starting with career exploration, progressing to internships, and culminating in next-step placement upon graduation into either a job or a 4-year college.

The PIC Career and Employment Specialists will also provide current information on high-paying and in-demand jobs in Boston and the kind of skills and credentials students will need to get there so that students can make informed decisions about how to attain a high-quality career based on the realities of the regional job market. The Postsecondary Career and Employment Specialists will also work with BHCC and employers to identify and recruit jobs, internships, and job shadow experiences that align with students' career interests.

GENERAL RESPONSIBILITIES:

Developing career explorations and employment opportunities (45%)

1. Work with the BHCC Lifemap department to connect students to BHCC-sponsored career assessment and exploration activities.
2. Work with the PIC and BHCC's Professional Studies and Career Services departments to identify jobs, internships, and career exploration opportunities for students and graduates.
3. Network with relevant employer associations and convenings to stay current on labor market demands and opportunities.
4. Help graduates find career-oriented employment related to their major or career goal.

Career Coaching (45%)

1. Develop and offer a sequence of career exploration and planning services that allow students to explore their interests and the available career opportunities, including:
 - Career interest assessments and planning tools
 - Up-to-date information on demand and salaries of jobs and career fields in Boston

- On-line career exploration activities
 - Virtual and in-person activities with employers
2. Meet with students at least twice a month, to get to know their interests and academic program, as well as provide career coaching.
 3. Maintain regular communication with other PIC postsecondary coaches to align career coaching activities with the flow of students' academic activities and the rhythm of the semester.
 4. Schedule virtual and in-person job shadows, interviews, networking events, and other career exploratory activities for students to help them develop career goals and plan their majors.

Program Reporting, Research, and Evaluation (5%)

1. Maintain accurate records, enter case notes and employer contact information in the Salesforce database.
2. Participate in ongoing citywide tracking of college completion outcomes, evaluation of services, and program development.

Community (5%)

1. Attend PIC meetings and events.
2. Support PIC staff within the postsecondary team and on other PIC teams.
3. Perform additional duties as required.
4. Attend relevant citywide postsecondary completion events and learning communities.

DESIRED QUALIFICATIONS:

1. Job placement or job development experience.
2. Experience with career coaching young adults with diverse backgrounds.
3. Knowledge of career assessment and career decision-making resources for young adults.
4. Knowledge of local colleges, communities, and web-based resources.
5. Strong written and oral communication and presentation skills.
6. Bilingual skills a plus.
7. Ability to initiate, multi-task, and balance work projects.
8. Ability to work both independently and collaboratively with a team.
9. Capacity to travel throughout the Greater Boston area.
10. 5 years of related work experience.

Please submit cover letter and resume to Fiona Simpson (fiona.simpson@bostonpic.org).