



POSITION: High School Career Transitions Coordinator

REPORTS TO: Career Services Director

JOB DESCRIPTION:

For more than 45 years, the [Boston Private Industry Council](#) (PIC) has worked at the intersection of business and community interests to connect Boston residents to promising career pathways, while creating a diverse talent pipeline for local employers. The PIC serves as both the City's MassHire Workforce Board and its school-to-career intermediary organization. Our work is grounded in the belief that meaningful employment changes lives, lifts people out of poverty, and strengthens the local economy.

The PIC co-convenes the Opportunity Youth Collaborative (OYC), a cross-sector committee focused on building pathways into education, training, and careers for Boston's opportunity youth, 16 to 24 years old. This position is part of the OYC's initiative to better connect young adults with Boston's career center system. The focus of this position is to create pathways into careers for Boston Public School (BPS) graduates who are not going to college as well as those who start and fall out quickly.

GENERAL RESPONSIBILITIES:

Career Exploration

- Connect non-college going seniors to the career center system by coordinating career center visits to schools and bringing students to visit the centers.
- Collaborate with PIC career specialists and the PIC outreach specialist to coordinate job readiness and career exploration activities in the high schools, designed to identify and prepare students for career center job and training opportunities.
- Provide workshops, field trips, hands-on activities and guest speakers to expose students to various careers.
- Utilize career exploration tools and assessments such as Naviance-Career Interest Profiler and Career Cluster Finder to track student interests and engagement.

Career Services and Development

- In collaboration with PIC career specialists and school staff, build a portfolio of non-college going seniors interested in pursuing a career-oriented training and/or employment.
- In collaboration with career center navigators, be the point of contact to help young adults navigate career center services from intake through placement in a job and/or training.
- Establish relationships with career center staff, job training providers, and employers to understand opportunities and match students.
- In collaboration with career center staff, provide job readiness services such as resume writing, interview preparation, and workplace expectations.
- Serve as a resource, both internally to PIC staff and externally to students and school staff, on labor market opportunities as well as the job and training landscape in Greater Boston.

Data and Project Management Responsibilities

- Collect and enter data on student activities, placements, and referrals.
- Maintain current data on active caseload, monitoring progress toward work readiness milestones as well as referral and outcome goals.
- Assist with outreach to current students and recent graduates to obtain information on their post-high school plans or activities.
- Support the PIC's director of development and communications in submitting grant reports, attending required funder meetings, and other requirements.
- Other duties and special projects as assigned.

DESIRED QUALIFICATIONS:

- Experience working with education, employment, and training systems in Greater Boston (MassHire career centers), as well as the Boston public school system
- Strong interpersonal skills and a commitment to teamwork and collaboration with colleagues and external stakeholders
- Strong data entry and database management skills
- Ability to manage multiple tasks and priorities accurately and effectively in a timely manner
- Self-starter and organized with exceptional attention to detail
- Experience with and a passion for coaching and building trusted relationships with young people
- A minimum of two years relevant work experience
- Language skills, including the ability to communicate in one or more of the top 3 languages spoken by families in the Boston Public Schools—Spanish, Haitian Creole, or Cape Verdean Creole

SALARY RANGE: \$55,000-\$60,000

HOW TO APPLY: Please submit cover letter and resume to Sabrina Haskins at sabrina.haskins@bostonpic.org.