



**POSITION:** Career Specialist

**REPORTS TO:** Assistant Director, Career Services

**JOB DESCRIPTION:**

The PIC seeks motivated and collaborative individuals to work in Boston's public high schools as Career Specialists. As a Career Specialist, you will recruit and prepare students for employment throughout the year and refer work-ready students to employment and internship opportunities. You will work closely with students to write resumes, practice interview skills and find a job or learn more about career possibilities.

In coordination with the PIC's employer engagement team, Career Specialists support students through selection processes and at worksites to make sure that they are meeting employer expectations and engaging in productive work-based learning experiences. Career Specialists collaborate closely with youth, employers, teachers, school administrators, and PIC staff.

Today, over 2500 students participate in Career Services programs and on average, each Career Specialist has a caseload of 330 students. Career Specialists work onsite in one or two Boston public high schools four days/week and at the PIC's Jamaica Plain office one day/week. The schedule for this role is either 8-4 or 9-5, depending on the start time of a partner school.

**GENERAL RESPONSIBILITIES:**

Career Development

- Identify, prepare, and match students with jobs and internships, both during the summer and after school, and with career awareness activities such as job shadows and site visits.
- Deliver workshops on topics such as resume writing, interview preparation, and workplace etiquette. Lead career awareness and exploration activities such as career panels, advisory boards, and field trips in cooperation with PIC staff and school teaching faculty.
- Support students and workplace supervisors in the use of the Massachusetts Work-Based Learning Plan as a skill development tool.
- Collaborate with the employer engagement team to facilitate the variety of employer-based programs and activities in partnership with the Boston Public Schools.

Program Management

- Input data on student activities and placements into the School-to-Career database. Maintain current data on active student caseload. Regularly check progress toward work readiness milestones and placement goals.

- Participate in School-to-Career initiatives such as Linked Learning, career pathway development, and collaboration with college advising organizations.
- Complete an annual survey of graduates to obtain information on their post-high school employment and education activities for career and technical education programs.
- Refer students needing social or academic help to appropriate service providers.

**DESIRED QUALIFICATIONS:**

Every candidate brings with them a unique blend of strengths, skills, lived and professional experiences to a role. We understand this when we review applications and take a broad look at the experience of each applicant. If you are passionate about the opportunity and think you would be a strong candidate for this role, please apply even if you don't meet all of the qualifications listed.

- Passion for coaching, mentoring, and building trusted relationships with young people to achieve challenging goals
- Ability to solicit, receive and grow from both positive and adjusting feedback
- Commitment to teamwork and collaboration with colleagues from diverse backgrounds
- Ability to build high quality connections with colleagues and community members
- Self-starter and organized with exceptional attention to detail.
- Able to prioritize and manage multiple tasks accurately and effectively within deadlines.
- Proficiency in data entry and commitment to ongoing data management and accuracy
- Knowledge of the Boston public school system and business communities, and familiarity with employment, education, and training systems
- Strong interpersonal skills and ability to work well with students, employers, school and PIC personnel
- Bachelor's Degree and a minimum of two years related work experience preferred

**SALARY:** \$50,000. Boston PIC offers a comprehensive benefits package including medical, dental and vision coverage; paid time off; 403b plan; 13 paid holidays; tuition assistance and a flexible spending account.

**HOW TO APPLY:** Please submit cover letter and resume to [inanna.pickering@bostonpic.org](mailto:inanna.pickering@bostonpic.org).