



POSITION: Career Specialist

REPORTS TO: Assistant Director, Career Services

JOB DESCRIPTION:

The PIC seeks a motivated and collaborative individual to work in Boston's public high schools as a Career Specialist. 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 placements at worksites to ensure that they are meeting employer expectations and engaging in productive work-based learning experiences. Career Specialists collaborate closely with youth, employers, teachers, school administrators, community partners, and the PIC team.

Today, over 2,500 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 Boston 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 field trips 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 and advisory boards in cooperation with PIC staff and school teaching faculty.
- 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 MyCAP, career pathway development, and collaboration with college advising and other partner 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 consider applying.

- Passion for coaching, mentoring, and building trusted relationships with young people to achieve challenging goals
- Ability to solicit, receive and grow from 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
- Bilingual abilities preferred, with a strong preference for conversational or fluent Spanish

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 catherine.killen@bostonpic.org

ABOUT THE PIC:

For more than 46 years, the PIC has worked at the intersection of education and workforce development to connect Boston residents to promising career pathways, while creating a diverse talent pipeline for local employers.

Our work is grounded in the belief that meaningful employment changes lives, lifts people out of poverty, and strengthens the local economy. The PIC strives to embed equity-minded practices in all we do in order to address implicit bias, encourage cultural awareness, and implement asset-based approaches.

The mission of the PIC is to strengthen Boston's communities and its workforce by connecting youth and adults with education and employment opportunities that prepare them to meet the skill demands of employers in a dynamic economy.

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