

## **Student Career Development Coordinator**

### **Posting**

**Position Type:** Temporary (Grant Funded)

**General Job Statement:** The Student Career Development Coordinator will collaborate with high school leadership to identify students' career development needs, develop and implement an Action Plan, identify eligible students and career development resources, including social and career aptitude assessments, career counseling, workforce preparation-resume writing, interview preparation and techniques, work attire, internships and job placements for skills development. The SCDC will also collaborate with placement personnel to ensure placements are appropriate, track performance, provide feedback to students, school and BCHN leadership. He/she will develop and foster healthy relationships, with school personnel, students, parents or guardians, and community/business leadership.

This position reports BCHN's Human Resources liaison.

#### **Key Responsibilities:**

- Collaborate with BCHN, high school and community, business and workforce programs' leadership to plan and implement a Student Career Development Program in a selected Bronx high school.
- Establish an interdisciplinary planning committee/group for on-going program support, feedback and assessment.
- Identify professionals and tools/resources to screen and identify eligible students, their interests and aptitudes.
- Develop and implement plans to inform teachers, parents, students about the program, and to screen and identify eligible students.
- Maintain appropriate levels of confidentiality with teachers, students and their families to provide student support and/or academic achievement, e.g.: Individual and/or group academic coaching; counseling for personal adjustment to career/vocational plan; resume and cover letter writing, interview preparation and workforce readiness.
- Match job/internship development and search activities directed toward positions that are individualized to the interests and uniqueness of the student.
- Conduct outreach; seek out community partners, and other prospects (businesses, agencies, professionals, e.g.: HRA, workforce career centers, etc.) and establish formal/informal linkage agreements.
- Provide students with information regarding training and employment opportunities; make referrals to employment and vocational training, as needed; monitor and provide support for students who are placed with participating organizations.

- Prepare and maintain written narrative progress and electronic dashboard data reports of key statistical indicators.
- Focus on education, skill development, job counseling, internship placements, resume writing, and interview preparation and techniques
- Develop and foster healthy relationships, with all students, parents or guardians, staff, and other members of the school team.
- Provide and/or coordinate individual counseling for personal adjustment to career/vocational plan.
- Collaborate with school principals, students, their families, and the school program to increase healthy behaviors associated with successful school achievement and overall youth development.
- Assemble and analyze data to prepare reports and documents

**Qualifications:**

- Requires a Bachelor's Degree, Masters preferred with a minimum of 3-5 years' experience.
- Significant experience in career development, job skills assessment/training for high school students. Committed to working with at-risk youth; ability to function well in group and a team.
- Knowledge of diverse cultures; capacity to work with minority populations, work with and coach at-risk youth and lead groups.
- Experience in developing linkages and partnerships and collaborations.
- Familiarity with Department of Education policies, NYC DYCD, social services agencies, community/business leadership.
- Excellent interpersonal, verbal and communication skills.
- Excellent skills in Microsoft Word, Excel and the Internet.
- Experience in career development, providing job skills assessment/training for high school students.
- Committed to working with at-risk youth; ability to function well in group and a team.