



## **Girls Incorporated of Lynn**

**JOB TITLE:** Career and College Readiness Coordinator

**DEPARTMENT:** Teen Programs

**PROGRAM:** Project SOAR (Skills and Opportunities for Academic Resilience)

**REPORTS TO:** Director of Middle and High School Programs

**SUPERVISES:** College Access Advisor and Volunteers

**OVERVIEW:** The Career and College Readiness Coordinator will develop and implement a comprehensive academic, career and college preparation programming which includes Career Path, College Access Mentoring, Teen Leadership Academy and the Learning Center designed to serve Girls Incorporated of Lynn high school participants. The Career and Career Readiness Coordinator will focus on career exploration, academic skill development, future planning, intern/job placement and workplace support.

**STATUS:** Full-time, non-exempt

### **RESPONSIBILITIES:**

#### Career Path

- Plan and facilitate career readiness programming which includes weekly workshops, job shadow opportunities and internships;
- Coordinate bimonthly Career Speakers series;
- Coordinate and implement field trips to companies and businesses;

#### College Access Mentoring for juniors and seniors

- Train and supervise the College Access Advisor;
- Recruit, interview, screen, orient and support mentors;
- Establish annual calendars and schedule;
- Oversee and carry out annual events such as parent/guardian events, the mentor appreciation, College Ready, Set, Go! Conference and College Shower;

#### Teen Leadership Academy

- Recruit, interview, screen, orient and support coaches;
- Recruit, interview, screen and orient teens;
- Oversee the weekly sessions

#### Other Main Responsibilities

- Evaluate program outcomes and outputs assessing changes in participants' KSA as a results of the program and document the number of girls served, activities/events provided and other quantifiable results such as number and amount of scholarships and colleges;
- Complete all program reports as requested;
- Assist with program recruitment;
- Assist with grant applications and program budgets;
- Carry out other duties as assigned, including snack preparation, program facilitation, Learning Center coverage, chaperoning field trips, etc.;
- Coordinate and facilitate the teen leadership academy;
- Work collaboratively with other Girls Inc. staff to provide a safe, secure, pro-girl environment.
- Establish and maintain partnerships with North Shore Youth Career Center, area agencies and businesses and schools.

### **QUALIFICATIONS:**

- Bachelor's degree plus two years direct service experience with adolescents;
- Ability to develop programming to enhance girls' self-esteem, self-confidence and decision making skills as well as academic preparation with teens;
- Ability to develop college and career-oriented programming, including programs and activities which promote non-traditional careers for women;
- Experience supervising others;
- Experience in group facilitation, limit setting and youth-adult relationship building;
- Excellent organizational skills;
- Strong written and verbal communication skills;
- Ability to work as an effective and active team player
- Ability to manage several complex programs simultaneously;
- Demonstrated ability to work with adults and youth of different races, ethnicities, ages, abilities and experiences.
- Able to work flexible hours including evenings, and the occasional weekend
- Bi-lingual a plus, preferably Spanish/English Speaking
- Must have a car

**Rate:** \$22.00 per hour

**Hours:** Monday-Friday

**Benefits:** Health insurance, 403B retirement plan and earned time,

Conditional offer of employment will be made to the selected applicant following successful completion of a **CORI check**. Qualified candidates may submit a letter of interest and resume to: [lecrowley@girlsinclynn.org](mailto:lecrowley@girlsinclynn.org).

