



Girls Incorporated of Lynn

JOB TITLE: Career Readiness Specialist

DEPARTMENT: Teen Program

REPORTS TO: Career and College Readiness Coordinator

SUPERVISES: Volunteers

OVERVIEW: Girls Inc. of Lynn, a nonprofit organization, has been operating programs and advocating for girls since 1942. As a member of a national organization, our comprehensive, intentional afterschool and out-of-school day programming focuses on developing the whole girl. A combination of long-lasting mentoring relationships, a pro-girl environment, and research-based programming equips girls to lead fulfilling and productive lives, break the cycle of poverty and become role models in their community. We inspire all girls ages 5-18 to be strong, smart, and bold in our in-school and out-of-school-time programs.

The Career Readiness Specialist will provide programming and events to increase high school students' career readiness. The Career Readiness Specialist will lead workshops on career exploration and job readiness, moderate career panels, place teens in internships and job shadows, and provide case management support. The Career Readiness Specialist will plan and carry out the Teen Leadership Academy which will allow teens to develop their leadership and professional skills. The Advisor will also assist the College and Career Readiness Coordinator with the college access program.

STATUS: Part-time, nonexempt. This is a grant funded position which will end June 30, 2022.

PAY RATE: \$18.00 per hour

SCHEDULE: 20 hours a week. The Advisor will work on-site at Girls Inc. of Lynn, 50 High St, Lynn, MA 01902

- Monday 3:00-7:00
- Tuesday 1:00-7:00
- Thursday 3:00-7:00
- Wednesday or Friday (TBD) 12:30-6:30

RESPONSIBILITIES:

- Plan and facilitate weekly career readiness workshops for cohort of 15-20 high school Career Path participants;
- Provide regular case management to Career Path participants;
- Supervise Career Path participants' involvement in the MassHire Youth Works program;
- Coordinate and moderate monthly career panels to increase teens' exposure to professional women in different fields and increase their career awareness;
- Arrange field trips to local companies to gain familiarity with career opportunities;
- Coordinate and place Career Path participants in 1-6-week internships or job shadows;
- Oversee the 13-week Teen Leadership Academy component of Career Path, exploring leadership qualities, public speaking, appropriate dress, conflict resolution, time management and personal branding;

- Assist College and Career Readiness Coordinator with college access mentoring program on Mondays, Tuesdays, and Thursdays;
- Participate in weekly staff meetings with high school staff team;
- Complete program evaluation requirements including monthly reports, attendance tracking and administer program evaluation to Career Path participants;
- Keep supervisor informed of trends, concerns, or problems with participations;
- Assist with the recruitment, training, and support of volunteers.

QUALIFICATIONS:

- Bachelor’s degree from an accredited university, however undergraduate students majoring in a related field, (education, counseling, social work, psychology) will be considered;
- Experience with lesson planning and program facilitation;
- Experience working with youth or young adults, preferably high school age in a multicultural, urban setting
- Able to create a safe, welcoming, inclusive, supportive, and creative environment for youth, staff and volunteers;
- Experience with behavior management using an emphatic and solution seeking approach;
- Strong familiarity with career readiness topics;
- Ability to work independently and take initiative;
- Excellent organizational and communication skills;
- Comfortable working with adult volunteers;
- Comfortable initiating phone calls and interacting regularly with families, volunteers, and partners;
- Strong problem-solving skills
- Experience using social media;
- Strong computer skills and Internet familiarity;

COVID-19 CONSIDERATIONS:

- All employees, interns, vendors, girls, and guests are required when in the building to wear a face mask, social distance, and practice good hand hygiene.
- Sanitizing, disinfecting, and cleaning procedure in place.

Girls Incorporated of Lynn is an Equal Opportunity Employer. Females, BIPOC, minorities, veterans, and persons with disabilities are strongly encouraged to apply. Hiring is contingent on a satisfactory background check including a CORI.

To apply:

Email cover letter and resume to Ariel Garfinkel, Career and College Readiness Coordinator at agarfinkel@girlsinclynn.org