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**JOB TITLE:** Career Readiness Specialist

**DEPARTMENT:** Middle andTeen Programs

**PROGRAM:** Career Path

**REPORTS TO:** Project Accelerate Supervisor

**SUPERVISES:** Volunteers

**OVERVIEW:** The Career Readiness Specialist will develop and implement a comprehensive career preparation programming for girls entering grades 9-12 which will include weekly workshops, monthly career panels, field trips to local companies, job shadows and internships.

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

**RESPONSIBILITIES for the Career Readiness Specialist:**

* Plan and deliver weekly career preparation workshops sessions to high schoolers in grades 9-12;
* Recruit, interview, and orient girls for program through schools, partner organizations and social media;
* Recruit and support career panelist volunteers and guest workshop presenters;
* Identify host sites for job shadows and externships;
* Establish annual program calendars and schedule;
* Evaluate and track program outcomes and outputs and report on the following: number of girls served, activities/events provided, change in the girls’ knowledge, skills and attitudes related to their future outlook, career awareness and job readiness skills;
* Complete all program reports as requested;
* Assist with grant applications and program budgets;
* Carry out other duties as assigned, including preparing and serving snack and assisting with specialist events;
* Work collaboratively with other Girls Inc. staff to provide a safe, secure, pro-girl environment.
* Establish and maintain partnerships with area agencies, businesses, and schools as well corporate partners.

**QUALIFICATIONS for the Career Readiness Specialist:**

* Bachelor’s degree preferred however college students are encouraged to apply and work experience is also highly valued;
* Two years of experience with adolescents;
* Experience developing engaging, relevant programming;
* Experience in group facilitation;
* Excellent organizational, written and verbal communication skills;
* Experience with report writing;
* Familiar and comfortable working with volunteers and other community partners;
* Ability to work as an effective and active team player;
* 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;

**Rate:** $20.83 per hour

**Hours:** 20 hours per week, Monday-Friday 2:00-6:00 PM

**Benefits:** Paid holidays and earned time

**Girls Incorporated of Lynn is an Equal Opportunity Employer. Females, BIPOC, veterans, and persons with disabilities are strongly encouraged to apply. Hiring is contingent on a satisfactory background check including a CORI.   
  
Qualified candidates may submit a letter of interest and resume to** [**agarfinkel@girlsinclynn.org**](mailto:agarfinkel@girlsinclynn.org)