



## **Youth Career Connector**

The Youth Career Coordinator develops and facilitates career exploration, career readiness, and work-based learning opportunities for students, regional schools, communities, and employers.

### **Job Duties**

- Develop and facilitate career related opportunities in partnership with school districts, employers, and community-based organizations. Serve as a liaison between the partners to provide career awareness, career exploration, and career experience opportunities. This would include, but not limited to career interest assessments, mock interviews, job shadowing, business tours/speakers, internships, events, and/or work experiences.
- Partner with school districts and regular communication with school administrators, counselors, and teachers to address unmet career counseling needs, increase understanding of local occupations in demand, and align classroom and program goals with the business community. An emphasis is placed on CTE courses and students who are historically marginalized.
- Recruit employers and students to participate in career awareness, career exploration, and career experience opportunities.
- Supervise and manage the experiences and opportunities developed.
- Develop and manage partner agreements.
- Seek new partnership opportunities with the business community and school districts. Develop actionable steps that lead to authentic student engagement in workplaces.
- Market and promote the program through multiple channels including websites, social and traditional media, service organizations/community groups, local employers, Chambers of Commerce, and Economic Development offices.
- Engage with students, both in the classroom and individually as needed, to help build employability and essential skills. Present job seeking and keeping skills classes along with job search, resume, and interviewing skills.
- Contribute to and maintain a database of all business partners and volunteers that participate in the Youth Career Connector program.
- Develop, monitor, and communicate metrics and milestones associated with partnerships and perform metrics reviews and analysis of performance against objectives.
- Other duties as assigned.

**Qualifications:**

- Bachelor's degree preferred and/or Associate degree in Business, Human Services or related area with two years of experience.
- Knowledge of secondary Career and Technical Education and work-based learning.
- Independent worker that demonstrates initiative and high-level task completion.
- Proven ability to establish and maintain effective working relationship with others.
- Ability to work with District partners and negotiate agreements and student opportunities for all grades.
- Demonstrate strong interpersonal skills and leadership ability.
- Excellent oral and written communications.
- Experience with program development and implementation.
- Strong organizational abilities
- Ability to meet deadlines.
- Bilingual language skills desired.
- Ability to travel; Valid MN Drivers' License, access to reliable, insured transportation, and the ability to meet agency's driving requirements including proof of insurance.
- Diverse and/or bilingual candidates are encouraged to apply.