

NORTH SHORE WORKFORCE INVESTMENT BOARD

JOB DESCRIPTION

POSITION: Connecting Activities Career Specialist

SUMMARY: Work as part of a youth serving team through the North Shore Youth Career Center. Establish and maintain employer understanding and commitment to the Connecting Activities initiative being implemented by the North Shore Workforce Investment Board and the North Shore Career Centers in collaboration with various education and business partners. Assist in the development of relationships with companies and related institutions to initiate and complete Work-based Learning activities. In coordination with school-based personnel, build capacity within their institutions, including the employment readiness preparation and placement of students, with particular focus on students who are academically at-risk and may not be on track to graduate. Work with school-based personnel to help develop work-based learning as a strategy for youth to, remain in school, better understand subject matter, meet the competencies for graduation, plan for education beyond high school and transition into successful careers. Link the Connecting Activities program to the overall workforce development activities of the North Shore region and to the youth serving activities of the North Shore Career Centers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties maybe assigned:

1. Work with Partner Schools to support students with Career Development Education to include Career Awareness, Career Exploration and Career Immersion. Facilitate ongoing workshops with students to include Career Interests, Exploring the Job Market, Interviewing Skills, Participating in Career Fairs, Resume Writing, Workplace Safety, etc.
2. Support the employer outreach work of local partners in whatever ways are needed. This includes; supporting employers already working with schools and students, recruiting new employers, providing assistance in reaching small businesses, and building relationships among companies, schools and agencies that benefit student learning.
3. Provide technical assistance to businesses in their efforts to make work-based learning fit within their company culture, helping them design participation opportunities for students and teachers that relate to subject matter and at the same time supports the company's mission and daily objectives.
4. Connect interested businesses to area youth for the purposes of preparing and placing these students in work-based learning opportunities that coincide with curriculum frameworks and underscores practical applications of academic subject matter. Work in coordination with school-based personnel to help expand and promote work-based

learning services for all students, but particularly for students with MCAS needs, providing encouragement and motivation to stay in school, attain graduation competencies, and move into post-secondary education and successful careers.

5. Work as part of a regional training team providing employers and schools with the information and skills needed to carry-out work-based learning, including how to use the work-based learning plan, mentoring, and workplace safety.
6. Work with business and schools to develop projects that build trust and communication, and that may lead to work-based learning opportunities, such as career fairs, job shadows, externships and other related activities.
7. Work with other elements of the workforce development system to ensure that the Connecting Activities program coordinates well with other Career Center Youth programs and initiatives including Workforce Innovation and Opportunity Act, F1rstJobs, and others. Works with WIOA Youth vendors to bring their youth into Connecting Activities where appropriate.
8. As part of the Youth Career Center Team, during the F1rst Jobs Summer Program, responsible for all aspects including youth intakes, recruitments, workshop scheduling/coordinating/facilitation, worksite coordination, work-based learning documentation review and tracking.
9. Assist with the updating of Youth Career Centers Face book page to promote jobs, events and Youth Career Center news.
10. Periodically participate in ad-hoc committees and groups working on specific Connecting Activities-related projects in communities requiring assistance from the Career Center staff
11. In general, work with local business organizations to publicize Connecting Activities and increase the understanding, participation and commitment to it.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's Degree from four year college or university in a related field preferred. At least 1 to 2 years employment experience in Youth Programs, Customer Service, Human Resources, Sales/Marketing, Training, or related field.

OTHER SKILLS AND ABILITIES:

Ability to collaborate and work in teams with various stakeholders in the local workforce system, including employers, teachers, principals, parents, community representatives, colleagues and students.

Proficient with Microsoft Office and Google software (word, excel, google docs) and inputting data into data bases timely and accurately.

Demonstrated ability to facilitate workshop content to varied populations in both small and large group settings in an engaging manner.

Ability to understand and be sensitive to the needs of youth, who may be economically disadvantaged or otherwise, as they make the transition from school to higher education and/or employment.

Ability to understand rules surrounding public education and the work required to change these rules within existing regulations, traditions, and perceptions.

Ability to understand company practices and the work required to change these within existing rules, traditions, and perceptions.

Ability to communicate well and maintain effective working relationships with different constituencies.

Must have excellent written and oral communication skills and be able to maintain detailed records in databases and/or manual systems.

Ability to plan, schedule and execute quantifiable assigned tasks.

Verbal and written bilingual capabilities are preferred, but not required.

While performing the duties of this job, the employee will be required to travel within the north shore area, as well as occasional state sponsored trainings and/or conferences; valid Massachusetts Driver's License and reliable transportation required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

ORGANIZATIONAL RELATIONSHIP: Reports to the Youth Career Center Coordinator.

Updated: September 2017

Please submit a cover letter and resume to:

David McDonald
North Shore Workforce Investment Board
70 Washington Street, Suite 311
Salem, MA 01970

Cover letter and resume can also be sent by email to:

dmcDonald@northshorewib.com