

**NORTH SHORE WORKFORCE INVESTMENT BOARD
JOB DESCRIPTION**

POSITION: STEM Activities Coordinator

SUMMARY: Works as part of a youth serving team through the North Shore Youth Career Center & North Shore Workforce Investment Board.

Work with schools and business to promote STEM initiative being implemented by the North Shore Workforce Investment Board and the North Shore Career Centers in STEM areas. Work with school-based personnel to help improve plans for education/careers beyond high school, by working with employers to create STEM based internships for high school students. Develop a calendar of activities, such as career fairs, job shadows, job fairs, and other related activities.

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

1. Work with local Partner Schools to support students in STEM fields 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. Identify student cohorts in need of internship opportunities in their STEM field.
3. Identify employers, including those already working with schools and students, as well as new employers, who are willing to host internships for high school students.
4. Connect interested businesses to youth for the purposes of preparing and placing these students in career exploration activities that coincide with curriculum frameworks and at the same time supports the company's mission and daily objectives.
5. In general, work with local business organizations to publicize STEM 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: Associate's Degree in a related field preferred. Employment experience in Human Resource, Education, Training, Sales/Marketing, 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 software 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, both 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 on an automated and/or manual system.

Ability to plan, schedule and execute quantifiable assigned tasks.

Verbal and written bilingual capabilities are desired but not required.

While performing the duties of this job, the employee will be required to travel within the north shore area, and should have a valid Massachusetts Driver's License and reliable transportation.

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.

Full time 37.5 hrs per week, 12 month grant funded position with possibility of grant extension.

Please submit a cover letter and resume no later than 10/6/17 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