



## **Career Explorations Manager | Job Description**

### **Position Overview:**

The Career Explorations Manager for Steps to Success is responsible for managing two major STS career explorations programs at Brookline High School. The Career Explorations Manager must work in collaboration with STS staff, Public Schools of Brookline (PSB) staff, internship host sites, and other partners, to ensure program excellence. The Career Explorations Manager is a part-time position (approx: 20 hrs/week), with the potential for increased hours, and will report to the STS Executive Director.

### **Specific Duties:**

Maintain the Work Connections program and Secondary Pathways program, both of which support Steps to Success students with exploring paths after high school graduation.

- Work Connections:
  - Oversee the enrollment and success of approximately 40 STS 9th-12th grade students in both school year and summer paid internship programs
  - Establish and maintain strong relationships with new and existing students and internship site partners
  - Manage the student recruitment, enrollment, and onboarding process, including applications, interviews, and site matches
  - Make internship site visits and program observations as necessary
  - Oversee timesheet collection and processing
- Secondary Pathways:
  - Oversee the program creation and implementation of a post-secondary pathway program that helps students identify non-college options, such as trade schools, gap years, military, and careers.
  - Gather data through student surveys and interviews to assess student needs
  - Create a high-level program plan to support post-secondary planning for juniors and seniors
  - Work with a facilitator to create a curriculum, including partners, program schedule, workshops, guest speakers, and content
  - Launch and implement the program from January-June, with approximately 10 students enrolled.
- Both programs:
  - Establish and maintain excellent communication and partnership with PSB STS High School team to ensure student eligibility, student support, and enrollment

- Plan and implement, in conjunction with community partners, all required workshops and orientations for students
- Collect evaluations to measure program outcomes and satisfaction
- Maintain student records and data in the Steps database
- Ensure compliance with all grant-related requirements for programs
- Contribute to reports as needed
- Trouble-shoot larger student issues in conjunction with PSB staff, internship site staff, and parents

**Education and Experience:**

- Bachelor's Degree is required
- Minimum of three years supervisory/management experience with educational enrichment, out of school time programming, and/or internship management

**Skills and Qualifications**

- Strong working knowledge of internship and/or post-secondary programs for high school aged students
- A love for K-12 education and a belief in STS's mission
- Ability to manage multiple priorities and work under tight deadlines
- Ability to work independently and collaboratively on projects
- Very strong organizational skills
- Excellent written and verbal communication skills
- Detail-oriented, proactive, adaptable, and flexible approach to work
- Excellent computer literacy skills particularly with MS Office Suite and Google cloud applications
- Must have access to a car
- Knowledge of Brookline a plus

**Compensation:**

- Hourly, Commensurate with experience

Steps to Success does not discriminate with regard to race, color, origin, gender, political affiliation, disability, sexual orientation, or religion.

**To Apply:**

Please apply by sending a thoughtfully worded cover letter and resume to [sts@stepstosuccessbrookline.org](mailto:sts@stepstosuccessbrookline.org). Incomplete applications will not be considered.

Specify "Application for Career Explorations Manager" in the subject line.

Ideal start date for position is September 30, 2019 or earlier