



## Job Description

### Position Title:

Washington County Career Pathways Specialist

### Purpose:

The purpose of BB2C is to span the boundaries between educational and business sectors in order to achieve our mission. Therefore, our approach is different from a typical hierarchical staff structure. Management lines exist, but staff work collaboratively within and across programs blurring these lines as needed to take advantage of individual strengths. We trust the process and continually adapt as we learn about the changing needs of our partners and stakeholders.

### Responsibilities:

The position of the Career Pathways Specialist was established for the purpose of providing career development support and services to students in the Washington County school districts. The goal is to connect students with local businesses and industry to increase the number of students who are workforce/career ready.

The person in this position will:

- In partnership with all student facing organizations and positions (including positions internal to school districts), develop a yearly plan for each school served
- Collaborate and participate with stakeholders on business advisory councils and career technical advisory committee to stay abreast of employer needs
- Collaborate with school counselors to support efforts towards all students graduating, including the development of Student Success/Graduation Plans following the district Career Advising Policy and Career Advising Plan
- Collaborate with all teachers that are delivering career exploration and awareness courses
- In collaboration with BB2C staff, provide/deliver resources to implement career exploration activities for students, including resume writing and mock interviewing
- Administer career assessments and provide career coaching with career exploration, using Strengths Finder, OMJ website, or other assessments to all school-identified students
- Collaborate with OhioMeansJobs (OMJ), and other student facing positions, in career pathway opportunities, including career/training events and “strategic” tours of local businesses by students, teachers, administrators, and staff
- Refer students between the ages of 14 and 24 to OMJ for intensive case management for dropout prevention services, tutoring, paid/unpaid work experience (including summer employment opportunities), occupational skill training, pre-apprenticeship opportunities, education offered concurrently with workforce preparation activities, supportive services, labor market, and employment information



- Collaborate with BB2C to implement career pathway opportunities, including guest speakers, mentorships, job shadowing, assistance with career fairs, and internships
- Coordinate and execute a program/curriculum to improve the “soft skills” required for the workforce based on Portrait of a Graduate
- Coordinate parent and community awareness of local workforce/career opportunities
- Coordinate and execute tours of Washington County schools by local employers

#### Position Requirements:

- Excellent interpersonal, written, and oral communication skills
- Attention to detail
- Ability to effectively communicate and relate to people of diverse backgrounds
- Ability to communicate with staff from multiple organizations while connecting your work to the overall missions of partnering organizations
- Excellent computer skills
- Desire to be proactive and create a positive experience for others
- Possess a passion for supporting students as they identify their skills, aptitudes, and aspirations, culminating in meaningful, informed career planning
- Ability to perform complex tasks independently, with critical attention to detail
- Ability to complete the necessary training to perform duties as assigned
- Data analysis and instructional needs of students and experience applying this analysis to strategic planning and project implementation
- Strong written and oral communication and relational skills
- Proficiency with technology tools for productivity and data
- Some evening and weekend activities may be required
- Travel to and from school districts
- Establish and maintain effective working relationships with associates, students, school staff, businesses, and the community

#### Additional Working Conditions:

- Occasional operation of a vehicle under inclement weather conditions (i.e., being prepared to come to work on all scheduled workdays, except calamity days)
- Frequent and regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel, and stoop
- Occasional requirement to carry, lift, push, and pull items up to a maximum of 50 pounds

#### Qualifications:

- State Issued Driver's License
- Attorney General's Bureau of Criminal Investigation Background Check
- Minimum of a high school diploma, Preference given to Bachelor's Degree
- Experience in workforce development, education and/or case management preferred
- Experience in business/industry or related experience preferred