

MeckEd Career Pathways Advisor Job Description

The goal of MeckEd's Career Pathways Program is to put young people on a path to a bright future. MeckEd's Career Pathways Program seeks to transform the lives of those Charlotte Mecklenburg Schools (CMS) high school students who face obstacles that limit their access to a world of limitless possibility. In addition to providing navigational support, social capital, and case management, the Career Pathways Advisor exposes students to a variety of career pathways through work-based learning opportunities. These opportunities include internships, job shadows, field trips, and workshops on soft skills, resume writing, and interview strategies. Career Pathways Advisors maintain and expand partnerships with area businesses, corporations, and industries, to match high quality workplace opportunities with students and their interests. Additionally, Career Pathways Advisors inform students, teachers, and families about post-secondary educational, training, certification, and work and career opportunities. Career Pathways Advisors are based in Charlotte-Mecklenburg Schools (CMS) high schools.

Background: According to the Harvard Graduate School of Education "Pathways to Prosperity" report (February 2011):

- Many students dropout of school because they do not see a clear connection between their program of study and opportunities in the job market.
- In the U.S. economy, there is a "skills gap"—high school graduates lack the skills needed for many of the 21st century jobs that provide a range of wages and benefits.
- In addition to skills, many students are at a disadvantage because they also have an "experience gap." Career Pathways Advisors help close this gap by providing an array of interesting and meaningful experiences outside of traditional classroom environments.
- Career Pathways Advisors are deeply committed to the success of their students both in and beyond school.

Key Responsibilities include:

1. Establish and/or strengthen business and education partnerships

Serve as the connector and facilitator to significantly increase the number of Career Pathways participants in the following:

- Local industry apprenticeships.
- On-site and virtual internships.
- Work-based learning opportunities, including job readiness workshops, job shadows, and site visits.

Develop a productive and positive relationship with educational partners including, but not limited to the following:

- Central Piedmont Community College (CPCC) staff involved in workplace learning programs.
- CMS staff at the school as assigned.
- Occupational skills training providers.

2. Expand existing career-management and career counseling services.

- Clearly define pathways toward 21st century career opportunities including, but not limited to, high-growth sectors of IT, energy, finance, construction trades, advanced manufacturing, and health related fields.
- Assist in aligning a participant's high school and post-secondary coursework with career interests.
- Align MeckEd's Career Pathways programs with CMS Strategic Plan and School Improvement Plans.

3. Inform students, families, school counselors, and businesses of available opportunities.

- Create an awareness campaign to message to students, families, and guidance counselors the value of Associate Arts degrees, qualifications, and certifications available as well as area and regional corporate and in-house training and certification programs.
- Coordinate field trips, assemblies, small-group meetings, classroom visits, and other activities aimed at providing students and teachers with information about post-secondary educational and training options.
- Develop meaningful volunteer opportunities for parents, businesses, and the community to engage with Career Pathways participants.
- Effectively communicate to business leaders the incentives and benefits of investing in the development of future workers and encourage participation as collaborative partners.

4. Manage day-to-day program

- Track and analyze student, school-wide, and business partner participation data, using an existing framework.
- Maintain up to date case files for each of approximately 40-45 students receiving intensive navigational services.
- Manage logistics of work-based learning opportunities provided for students.
- Build relationships and maintain regular communication with school administrators, teachers, Career Development Coordinators, and district-level Career and Technical Education staff.
- Assist with MeckEd community engagement programming, community relations efforts, and donor relations as needed.
- Collaborate with existing MeckEd Career Pathways Advisors.

5. Workforce Innovation and Opportunity Act (WIOA) program management

- Work in collaboration with the Career Pathways Program Manager to recruit and enroll eligible 10th, 11th and 12th grade students for the program.
- Counsel and assist a caseload of 40- 45 program participants regarding career pathways, training issues, professional goal setting, and identifying and removing barriers to employment.
- Deliver a job readiness curriculum two-four times per month.
- Update, track, and monitor participants using the NC Works online database.
- Manage day-to-day relationships with program participants, address participant concerns promptly with an action plan to ensure satisfaction.

Job Requirements/Qualifications include: MeckEd is seeking a highly motivated, positive, and energetic leader with at least five years of professional experience who feels strongly about the mission of MeckEd and supports the concept of high-quality public schools being essential to a growing and economically vibrant community. The candidate must be a self-starter who is willing to go the extra mile to ensure student success. The candidate has excellent project management, interpersonal communication, and presentation skills. MeckEd seeks an individual who possesses the following professional characteristics:

An ability to implement best practices demonstrated through other successful college and career readiness programs.

- A successful record in developing and executing major projects or initiatives.
- Superior project management and facilitation skills.
- A track record of being able to work both independently and with key external stakeholders.
- Exceptional relationship-management skills, including proven abilities to influence & motivate others as well as fierce attention to detail and follow-through.

- Highly developed interpersonal skills, excellent oral presentation and written skills.
- Strong team orientation, ability to provide and accept feedback, and ability to work effectively in collaboration with diverse groups of people.
- Skilled in, and committed to building healthy and trusting relationships with under-resourced youth.
- Willingness and ability to work evenings and weekends as needed.
- Demonstrated skill in MS Word, PowerPoint, and Excel.

Preferred Qualifications

- Experience with K-12 public education, nonprofit work, Workforce Innovation and Opportunity Act (WIOA) and/or Charlotte Mecklenburg Schools.
- 2+ years of experience in college admissions, financial aid, and/or high school guidance capacity.
- Ability to navigate the unique systems of the assigned high school.
- Case management and/or NC Works database experience.
- Bilingual (Spanish preferred).
- Ability to provide an array of options for participants that may not include college such as certification programs, apprenticeships, occupational skills training, emerging careers, etc..
- Knowledge of and ability to assist with college applications, and securing scholarships.

Compensation: The salary range is \$48,000-\$51,000. Additionally, MeckEd provides a competitive benefits package that includes health care, deferred compensation, and Paid Time Off (PTO).

About MeckEd: MeckEd is an independent, nonpartisan nonprofit committed to ensuring access to an excellent public education for all young people in Mecklenburg County. This includes providing all students- especially those who face obstacles, with a diploma that matters and the experiences necessary to thrive in and beyond school. To achieve that mission, MeckEd educates, engages, and holds accountable parents, civic, school, and district leaders, while providing best in class workforce development and Out of School Time experiences for young people enrolled in Charlotte Mecklenburg Schools.

In August 2012, MeckEd launched the Career Pathways Program to directly address the urgent need to help students graduate from CMS, college and career-ready. While employed by MeckEd and reporting directly to the Director of Career Pathways, the Career Pathways Advisor position will work out of a CMS high school in order to effectively assist students, collaborate with CMS administration, teachers, and Career Development Coordinators at selected schools.

To apply:

Please send a current resume to meckedcareerpathways@gmail.com and mark the subject line as "Career Pathways Advisor."

Applications will be open between Thursday, August 5, 2021 and midnight, August 20th. If your application moves forward, someone will contact you to find a date and time for an initial interview.

MeckEd is an Equal Opportunity Employer