

JOB DESCRIPTION

COORDINATOR OF CAREER COUNSELING & PLACEMENT SERVICES

The Coordinator of Career Counseling and Placement Services will assist students with the process of making career decisions by helping them develop a career and/or educational plan. The Coordinator of Career Counseling and Placement Services plans, develops, and provides oversight of YouthBuild students' career development, work readiness skills, job shadowing, internships, post-graduation employment and/or academic placement, and follow up.

RESPONSIBILITIES:

- Use aptitude and achievement assessments to evaluate students' interests, skills, and abilities.
- Work with students to develop organizational skills such as time management and effective study habits.
- Evaluate students' background, education, and training to assist them to develop realistic academic and career goals and develop a plan to achieve them.
- Develop strategies with teachers, administrators, and external support persons to help students succeed.
- Coordinate with all staff to integrate key components of the program and incorporate differentiated instruction, project based learning and community service projects.
- Facilitate workshops on topics such as career paths, planning for college, college life, financial aid, job readiness and employment.
- Guide students through making decisions about their careers, such as choosing a new profession or the type of degree to pursue.
- Help students learn job search skills, résumé writing, interviewing, networking and how to keep a job.
- Teach students strategies to locate and apply for job shadowing opportunities, internships, apprenticeships, college and/or jobs.
- Provide career assessments, career counseling, labor market research, case management, job placement assistance and program follow-up services to participants as needed.
- Advise students on how to resolve problems in the workplace, such as conflicts with bosses or coworkers
- Help students select and apply for educational, vocational and apprenticeship programs to obtain the necessary degrees, credentials, or skills.
- Develop relationships with businesses to ensure that students develop the skills employers seek and to coordinate internships and apprenticeships.
- Leverage resources from construction industry vendors, employers and associations to provide skills training, education, and job placement opportunities for students.
- Communicate, coordinate and follow up with graduates and key partners regarding post-graduation placement.
- Meet with trainees at regular intervals to assess their job and career goals, or immediate work needs.
- Conduct outreach to business and industry groups for potential post training placement of participants to connect trainees with viable job opportunities.
- Oversight of DOL management and data collection information system.
- All other duties as assigned.

EXPERIENCE/QUALIFICATIONS:

- Minimum Bachelor's degree in Psychology, Counseling, Social Work or related field; Master's degree preferred.
- Minimum 5 years' experience counseling high school students, young adults, or adults; Counseling at-risk youth preferred
- Experience in career development and post placement opportunities
- Excellent interpersonal skills and problem-solving skills; and ability to relate to a wide range of issues, people and institutions
- Solid organizational and administrative skills including strong computer skills
- Excellent listening, oral and written communication skills
- Ability to work sensitively and effectively in a multicultural setting

Full-Time Position: 12 months
Reports to: Program Director

Salary Range: Based on Experience & Education