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**Position Title:** Career Readiness Manager

**Reporting Relationship:** College Success Director (CSD)

**Position Description:**The Career Readiness Manager (CRM) will collaborate with the Evanston Scholars College Access and College Success teams to implement and develop comprehensive strategies to educate Scholars on preparing for summer jobs, internships, full-time employment, and other professional opportunities. The Career Readiness Manager will assist Scholars with navigating professional pathways and connecting opportunities to their educational talents and personal skill sets. This position will support the evolution and maintenance of Evanston Scholars’ efforts to provide career exposure, education, and professional opportunities to all Scholars. The position will work with staff to continue to integrate career competencies into all aspects of the Evanston Scholars program curriculum. The CRM would be responsible for spearheading the ES RISE (**R**elevant **I**nternships for **S**uccessful **E**mployment) program and supporting the Career Coach Initiative. These initiatives are to support the organization's goal of 75% of our College Seniors graduating and moving into a strong\* first job or graduate school by the end of 2023.

**Major Responsibilities:**

* Working in conjunction with the staff, to innovate and maintain Career Readiness competencies in the College Access and College Success Curriculums
* Identify and coordinate career-based teaching and learning experiences including site visits, guest speakers, and internships; maintain job and internship database
* Identify, build, and manage community and corporate partners to expand career exploration thru opportunities for job shadowing, internships, and full-time employment
* Execute the RISE program –
	+ Work with CSD to promote and communicate program to Scholars, hold Scholar info sessions
	+ Work with staff to create internship opportunities
	+ Design and implement the yearly curriculum -- a series of workshops/coaching on: CR portfolio pieces; awareness building around opportunities; development of hard and soft skills; exposure to professions; landing and optimizing the internship
	+ Providing additional workshops and coaching on during the internship experience on optimizing the internship; self-awareness/leadership development, identifying career interests; relating to career/major; design thinking approach to college experience and understanding workplace culture
* Execute the Career Coaching program
	+ Work with CSD, CPO and ED to promote and recruit career coaches
	+ Organize and facilitate orientations and trainings for coaches
	+ Collaborate with Directors to conscientiously match Scholar and Coach based on several best fit criteria
	+ Provide monthly updates and resources to coaches
	+ Distribute, monitor, and follow up on monthly reports from coaches
	+ Troubleshoot coach/Scholar issues as needed
	+ Evaluate program with surveys and evaluations
* Work with College Access and Success Teams to design and execute workshops with HS and College Scholars to provide supports regarding Career Readiness tools and skills in order to complete CR milestones:
	+ Resume building and writing cover letters
	+ Professional communication, networking, interview prep, etc.
	+ Utilizing self-assessment tools to identify personal strengths and areas for growth
	+ Creating developmentally appropriate programs to address the Career Readiness needs of Scholars
* Mobilize existing career readiness resources within Evanston Scholars Network
	+ Work with CSD to coach mentors on how to provide supports for portfolio pieces: resume, cover letter, pitch, networking skills, LinkedIn profile
	+ Help design and execute special events as needed (e.g. networking events)
	+ Work with staff and “Friends of ES” to further develop and activate the Evanston Scholars Network *(i.e. ES LinkedIn Network, ES Handshake, peers)*
	+ Create material and share resources with mentors and Career Coaches to enrich their career readiness support
	+ Maintain ES Job Board – post jobs that are connected to ES Network; maintain and upkeep to maintain relevance
	+ Work with CS team to provide graduate school support – awareness, resources as needed
* Other duties as assigned

**Essential Qualifications:**

* + Bachelor’s Degree (minimum)
	+ Advanced Degree (preferred)
	+ Experience working in career readiness, job placement, and/or human resources
	+ Experience working with low-income, first-generation to college, and underrepresented minority students *(preferred)*
	+ Microsoft Office (Word, Excel, Power point) knowledge necessary
	+ Experience working with Salesforce, LinkedIn, Weebly, Calendly, and Canva

**Skills and Personal Characteristics:**

* + Ability to establish respectful and trusting relationships with adolescents from a variety of backgrounds, and demonstration of cultural competence
	+ Ability to provide effective coaching to a diverse population of students of students with a significant understanding of the barriers facing low-income, first-generation to college, and underrepresented minority students
	+ Highly organized with an ability to juggle multiple tasks and stay flexible
	+ Excellent written and oral communication skills
	+ Demonstrated effectiveness with program development, implementation, management, and innovation
	+ Successful track record of meeting deadlines and achieving goals
	+ Thrives as a member of a dynamic and highly collaborative small team
	+ Enthusiastic, patient, persistent, professional, resourceful, and adaptable

**Compensation:** Pay is commensurate with experience; we also offer comprehensive health benefits and top of the market paid time off.

**Contact**: Send a cover letter and resume to **Demisha Lee -- Dlee@evanstonscholars.org**