



JOB OPENING ANNOUNCEMENT: CAREER DEVELOPMENT COORDINATOR

Job Title: Career Development Coordinator
Reports to: High School Program Director
Location: Central Los Angeles
FLSA Status: Part Time: \$18/hr, 25hrs/wk, year-round position

SUMMARY: Reporting to the High School Program Director, the Career Development Coordinator is responsible for the implementation of the Clubhouse-to-Career (C2C) Pathways to Success, an innovative program under the auspices of The Clubhouse Network, an international community of 100 Clubhouses and Best Buy Teen Tech Centers located in 19 countries. Each Clubhouse and Teen Tech Center is a creative, safe, and free out-of-school learning environment where young people from underserved communities work with adult mentors to explore their own ideas, develop new skills, and build confidence in themselves through the use of technology. With sponsorship from Best Buy, C2C Pathways to Success builds on the success of the Clubhouse model and draws on Clubhouse experience to support the global need for a trained and ready workforce, in particular in STEM fields and careers.

The goal of Bresee's Career Development Coordinator is to build out the infrastructure and processes required to sustain a successful mentoring program, including developing and implementing technology and work readiness curricula and other program elements to prepare youth for jobs in the technology sector and connect them with mentors from STEM fields. The Career Development Coordinator will act as the primary support for participants as they develop specific technology skills, build work readiness skills, gain real-world experience through internship placements, and receive career guidance over time for jobs that can lead to broader opportunities in technology fields.

ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES: The essential job activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Implement a year-long paid internship program for 10-12 young people, ages 16-21, focusing on workforce readiness skills and tech skills.
- Design and implement work readiness workshops for interns and ensure youth participation.
- Work with Multimedia Coordinator to ensure that youth attend biweekly technology workshops from September through December.
- Cultivate relationships with employers in the STEM field, including local tech companies, in order to identify high-quality internship placements for the teens.
- Serve as the primary contact and support for internship supervisors.
- Conduct placement interviews in January for part-time internship placements from February to May and full-time internships during the summer of 2018.
- Provide ongoing coaching and support throughout internships.

- Organize celebratory culmination for teens, families, supervisors, and Teen Tech Center staff. Award certifications to each participant.
- Work with Alumni Services Coordinator to plug in interns into college readiness workshops.
- Document and evaluate the impact of the program on youth participants and effectiveness of suggested program design and activities, using tools to be developed by the Clubhouse Network.
- Participate in monthly videoconferences with TCN, Best Buy, and staff from other Teen Tech Centers involved in C2C Pathways to Success.
- Attend Immersion Week training in Boston in Sept 2017 to explore the Clubhouse learning model, build skills, and become familiar with TCN resources where C2C Pathways resources are shared.
- Present program at TCN Annual Conference in April 2018, along with facilitators at other sites.
- Communicate regularly with TCN C2C Program Manager.
- Assist with data collection and other information needed for evaluation.
- Participate in team meetings and events, staff meetings, and other Bresee, collaborative partner or community meetings as requested.

EDUCATION/EXPERIENCE/QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Must hold Bachelor's degree from an accredited college or university, or equivalent education and training.
- Demonstrate computer expertise with multimedia software; Microsoft Office tools including Word, Excel, PowerPoint; Google applications and email applications; database systems; and networks.
- Have experience working with urban youth and families, demonstrate sensitivity to multicultural issues, and be comfortable working in multi-cultural, urban environment.
- Have experience working in informal learning environments.
- Have experience working with computers and interest in technology as a creative and empowering tool.
- Must have experience reaching out to youth, parents, educators, community leaders, and employers.
- Must have a passion for learning and helping others to learn.
- Familiarity with employer expectations a plus.
- Must have excellent English verbal and written communication skills.
- Bilingual in Spanish or Korean preferred, proficiency in speaking, writing, and reading.
- Must have outstanding teamwork, interpersonal relationship, and active listening skills.
- Must have good organizational and time management skills.
- Able to set priorities and organize daily workload to meet deadlines, program goals, and requirements.
- Be highly organized, with attention to detail and accuracy.
- Able to efficiently process multiple projects at a time without sacrificing the quality of work.
- Demonstrate flexibility when new assignments or changes are introduced.
- Able to work independently but also function effectively as part of a team.
- Able to follow directions and work well with others.
- Be self-motivated, reliable, and function as an active team player.
- Be a collaborative problem solver.

- Able to take initiative with minimal supervision.
- Able to exercise good judgment, discretion, and confidentiality when interacting with clients.
- Able to clearly articulate Bresee's message and program-specific information.
- Must support Bresee's procedures and policies.
- Must follow program-specific requirements and policies.
- Must submit to and successfully pass a criminal history background check.
- Must understand and support Foundation's *Vision, Mission, and Values Statement*.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, bend, lift and carry objects, and drive. Job requires frequent verbal and written communication. Computer, telephone, copier, and fax use are required.

WORKING LOCATION: Location is based on a percentage of where work time is spent.

In office 75%, out of office 25%. Indoors 85%, outdoors 15%.

HOURS AND BENEFITS: Part-time position, occasional weekend and evening hours will be necessary. Benefits include vacation and sick leave, and 401k type pension plan.

TO APPLY: Submit cover letter and resume to jobs@bresee.org by May 19, 2017 with the Subject Line: Career Development Coordinator job opening.