

# **LAYC Career Academy**

## **Career and College Access Coordinator**

### **OVERVIEW**

The LAYC Career Academy (Career Academy) is seeking a dynamic and dedicated Career and College Access Coordinator to join our team. The Career and College Access Coordinator oversees the development, implementation, assessment, and continuous improvement of LAYC Career Academy's college and career access program, aimed at increasing student access to employment opportunities and post-secondary education. This person is a natural partnership builder who will develop a bank of jobs and internships for students. The Coordinator will work alongside both youth and staff to ensure that graduates are fully prepared for post-secondary and/or career success.

### **SCHOOL MISSION**

LAYC Career Academy engages and empowers young people between the ages of 16-24 by providing a college preparatory education, career training in high-growth occupations, and college-credit classes.

### **ESSENTIAL RESPONSIBILITIES**

#### Job Development and Career Advising (70%)

- Develops new relationships with local Information Technology (IT) businesses to provide student internships and jobs.
- Builds Career Academy's IT Advisory Committee to include more partners and deeper engagement.
- Develops relationships with local businesses to provide after school and weekend jobs for students who need to make money while they are in school.
- Places students in jobs and internships and helps them retain employment after graduation.
- Provides guidance and support to students participating in IT internships.
- Helps students create and implement long term career plans.
- Coordinates partnership so that volunteers can help students create resumes. Helps a small number of students with urgent and immediate resume needs.

#### College (25%)

- Creates partnerships with colleges and universities to facilitate dual enrollment and full matriculation for Career Academy students.
- Provides direct services to students seeking assistance with all aspects of college admissions, financial aid, scholarships, enrollment and dual enrollment .
- Places and supports students in dual enrollment college programs.

#### Management (5%)

- Designs and oversees all phases of the planning, implementation, development and evaluation of the college and career access programs, setting high goals and meeting them.
- Coordinates with IT and MA instructors to monitor internship programs and facilitate program outcome data.
- Relays student internship and/or college class scheduling to appropriate staff to ensure clear expectations about student attendance at Career Academy while at an outside site.

#### **POSITION REQUIREMENTS**

- A Bachelor's degree.
- Three years of experience in sales or partnership development.
- Excellent presentation, communication and networking skills.
- Three years of work experience with older youth or young adults.
- Bilingual Spanish/English preferred.
- Self-motivated, detail oriented, and highly-organized.
- Excellent time management and ability to multitask and prioritize in a fast-paced, deadline-driven environment.
- Decision making based on sound judgment, honesty and integrity.
- The willingness and desire to work independently, as well as collaboratively, and to take on additional responsibilities.
- A positive attitude and an earnest interest in serving our youth and community.

All LAYC Career Academy employees are required to be fully vaccinated against COVID-19.

To apply, please email a résumé and a cover letter to [hr@laycca.org](mailto:hr@laycca.org).