



ANNOUNCEMENT OF POSITION OPENING

Blue Hills School-To-Careers Partnership Coordinator

POSITION: Blue Hills School-to-Careers Partnership

Position open in January 2023

COMPENSATION: TBA

DUTIES: Blue Hills Regional Vocational School District seeks a School-to-Careers Partnership Coordinator with workforce experience to work with districts in the Blue Hills Regional Technical School community

Blue Hills is a diverse school and community by all definitions. We seek diverse applicants who are willing and able to work with students of varying needs and backgrounds. The Blue Hills School-to-Careers Partnership Coordinator plays a significant role in fostering collaboration between business, school systems, and respective organizations to prepare students for a highly skilled workforce by coordinating work-based learning activities and post-secondary career opportunities that help students learn the skills necessary to be successful in the workplace.

- Coordinate school-based activities with work-based learning
- Cultivate network of employers for school to career activities
- Communicate with school staff through Local Team Leaders to engage all schools in events, professional development and opportunities
- Market School to Careers to business and school leaders once per month
- Identify and secure placement for partnering schools to include teacher and student shadows or internships, speakers, tours, Q&A Panels, work readiness workshops, career exploratory field trips, credit for life fairs, seminars, symposiums, mentorships and other business linkages
- Organize and oversee meetings including Local Team Leaders and others, as needed
- Partner with financial institutions to provide financial literacy to students
- Employ ethical standards and effective communication skills necessary
- Organize activities aimed at strengthening both academic and career preparation for students
- Publicize partnership activities through Blue Hills website, social media and related events
- Maintain data on hours of service received by partners, middle school and high schools
- Attend statewide school to career meetings
- Schedule buses, manage budget, coordinate schedule, share detailed calendar of activities
- Assist with crafting plans to achieve college and career goals, including mock interviews
- Offer teacher experiences that reinforce and expand on classroom learning
- Provide a fall, winter and spring newsletter regarding work and learning experiences
- Provide data and feedback regarding programming through surveys
- Develop and implement a strategy plan
- All other duties as assigned by the Superintendent-Director or Business Manager

QUALIFICATIONS: Minimum of a Bachelor's degree in Education or Business
Knowledge of career development, workforce-based experience and school to careers systems
Private sector work experiences
Experience in public relations

REPORTS TO: Business Manager

Applicants are required to submit a letter of intent, resume, copies of transcripts, certifications and three current letters of professional reference via SchoolSpring.com

**Ms. Jill Rossetti, Superintendent-Director c/o Ms. Pamela Donnellan
Blue Hills Regional Technical School
800 Randolph Street
Canton, MA 02021**

Equal Opportunity Employer -- Diverse candidates encouraged to apply