

## **AchieveMpls Job Posting: Career Readiness Coordinator at Patrick Henry High School**

### **About AchieveMpls**

As the strategic nonprofit partner of Minneapolis Public Schools (MPS), we rally community support to inspire and equip students for careers, college and life. Our vision is that all young people have full access to educational and career opportunities, resulting in a more equitable and vibrant community. Each year we manage Career & College Centers in 11 MPS and four Saint Paul Public Schools (SPPS) high schools, train and place 1,500 Minneapolis youth in paid Step Up internships with over 200 employers, engage hundreds of volunteers as career exploration volunteers, raise support for MPS strategic priorities, and administer MPS school funds and scholarships. Learn more at [www.achievempls.org](http://www.achievempls.org).

### **About AchieveMpls Career & College Centers**

Our Career & College Centers (CCCs) in eleven MPS and four SPPS high schools help young people chart their career course and make a plan for success after graduation – whether that means postsecondary school, apprenticeships, technical training, work or other opportunities. We also track individual student progress to ensure that every senior has a plan. Our team includes licensed school counselors, teachers and social workers. We bring extensive experience in helping students develop the best postsecondary plans for their individual career and life goals.

### **The Young People We Serve**

Twin Cities youth are our emerging leaders, the talent that reflects the global fluency of our communities and will power our region. 70% of MPS students are youth of color, and 60% are eligible for free or reduced lunch. 32% of MPS students call a language other than English their home language, with nearly 90 different languages spoken in the district. In SPPS Schools, students speak over 125 languages and dialects.

### **Position Overview**

The Career Readiness Coordinator is part of our Career & College Center team at Patrick Henry High School and provides individualized assistance to students in exploring and planning for careers, postsecondary education and training, and financial aid. They also collaborate with other AchieveMpls team members, school and community-based staff to develop and coordinate high-quality career exposure and exploration activities and implement a system of career and college readiness across the school. [Learn more about Patrick Henry High](#).

### **Duties and Responsibilities**

#### ***Career Exposure: Assist students in building an awareness of the wide range of careers available***

- Assist 9th through 12th grade students with a career readiness curriculum which features a continuum of exposure opportunities including MPS My Life Plan career and life planning program modules as well as other internet-based tools related to work readiness and career exploration.
- Support student skill-building through individualized advising and group workshops on developing resumes, job interviewing, networking, job searches and other career-related skills.

- Utilize student data from Naviance, My Life Plan and other relevant sources to inform the planning of targeted career exposure opportunities.
- Coordinate career exposure events that connect students directly with professionals and companies, including classroom-based career speaker events, gym style career fairs, speed-networking events and informational interview events with employers, and off-site work site tours.
- Work with AchieveMpls Step Up youth employment program staff to support recruitment of students into Step Up internships.
- Connect students to other community access partners that provide career exposure programming.
- Maintain up-to-date resources about career opportunities and the academic and professional requirements necessary to access these careers.

***Postsecondary Exposure: Assist students in researching and gaining exposure to postsecondary education and training options***

- Provide assistance to students and families in how to research and apply to postsecondary education options that align with career goals.
- Coordinate opportunities for students to connect directly with college representatives or visit college campuses.
- Coordinate events for families, students and the school community on topics related to post-secondary options and planning.
- Support completion of postsecondary planning My Life Plan Milestones.

***Plan Development: Support students in preparing postsecondary plans***

- Provide individualized advising on postsecondary planning, including determining appropriate postsecondary match and fit.
- Support students in required testing as needed (ACT, Accuplacer, ASVAB, etc.).
- Support students in completing all steps of the application process.
- Utilize and develop new and innovative tools to advise students on all options, including direct entry to the workforce, apprenticeship, military and gap year programs.

***Financial Aid: Support students in determining how they will finance postsecondary plans***

- Provide individualized support in understanding options for postsecondary financial aid.
- Support students in completing the FAFSA, Dream Act and/or scholarship applications.
- Support students in budgeting and interpreting financial aid packages.

***Collaboration & Communication: Work with school community members and AchieveMpls staff to implement a robust system of college and career readiness that is integrated into the school***

- Partner with school counselors, Career and Technical Education (CTE) staff and AchieveMpls Career & College Center staff to organize a system that provides all students with appropriate post-secondary planning support.
- Meet regularly with school counselors to update event calendars, share information on events/activities and work with classes and individual students.
- Coordinate activities for students to meet with community members regarding career and college planning, both in the CCC and out in the community.
- Work with teachers to integrate career exposure opportunities into their classroom activities.

## Required Qualifications and Experience

### Required:

- Belief that *all* students can succeed
- Proven record of working effectively with diverse student population
- Current knowledge of career and college planning processes and resources, including technical programs, certificate programs and local workforce trends
- Ability to work collaboratively with school staff, community organizations, parents, business representatives, volunteers and community members
- Strong interpersonal and communication skills
- Strong event planning and coordination skills
- Ability to use data to inform planning process
- Skills and experience working as part of a team
- Ability to take initiative in engaging students, teachers and other school staff
- Ability to work with students in a classroom setting
- B.A. or higher or 5 years equivalent work experience

### Preferred:

- Second language proficiency
- Master's degree in counseling or related field

### Salary Range

Full-time position. Salary \$51,000-\$55,000 depending on experience.

### To Apply

Applications are welcomed from a broad range of applicants. Send letter of interest and resume to [HR@achievempls.org](mailto:HR@achievempls.org) with the subject line "Career Readiness Coordinator". Anticipated start date is November 1. Position is open until filled.

**AchieveMpls is an Equal Employment Opportunity Employer**

### Our Commitment to Equity

AchieveMpls is committed to hiring talented individuals who are passionate about our mission, represent the communities we serve and contribute to the diversity of our workplace and our city. We acknowledge and honor the fundamental value and dignity of all persons. Our hiring decisions are guided by our equity values: embracing differences—race, culture, religion, ability, gender, gender expression, sexual orientation and class—eliminating racism and other forms of bias, and creating an inclusive workplace where all employees feel valued, heard and respected.