



**Job Description**  
**Community Initiatives Coordinator**

**Position Summary:** Responsible for coordinating initiatives and nurturing working relationships among our cliental, 13 school districts, local businesses, regional colleges, non-profits, and the College and Career Access Center. This is a part time position of 15-20 hours/week.

Community Initiatives include, but are not limited to:

1. **Middle School Career Development Initiative**  
(entitled Kid2College/Pathways2Professional Skilled Trades (K2C/PPST))
  2. **Center College & Career Advising** (limited to office advising at our Center and outreach in the community during Summer Initiatives)
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**1. Essential Duties and Responsibilities - Middle School Career Development Initiative:**

The goal of the K2C/PPST program is to destigmatize and increase interest in the skilled trades and to educate on traditional college/post-secondary options. Coordination includes, but is not limited to:

- Developing and maintaining effective contacts with local businesses in order to further opportunities for local middle and high school students.
- Working with local supporters of businesses, such as the Chamber of Commerce, Jackson Area Manufacturing Association, and the Enterprise Group to leverage contacts.
- Developing and maintaining a data base of Jackson County businesses and colleges.
- Coordinating and administering this initiative for 13 middle schools. This includes: printing and delivery of curriculum, coordination of culminating event to the manufacturing and college visits, collection of surveys/creation of survey results/dissemination of surveys with Thank You notes to companies, colleges, and schools.
- Preparing and delivering presentations to executives in order to make the case for CCAC involvement with their respective companies.
- Representing CCAC and career advising arm to corporations and high school stakeholders, campaigns to the media, and the general public.
- Facilitating communication between the companies/colleges and schools through the career advisors. Works closely with the college and career advisors to develop a plan of action to facilitate smooth visits to the companies

Assisting in the assessment and long-term sustainability of the program includes:

- Identifying, collecting, and interpreting key progress and outcome data

- Submitting weekly data to the executive director documenting progress and outcome data
- Represent CCAC, as requested by the executive director, to potential supporters and to other interested parties.

## **2. Essential Duties and Responsibilities for Center Advising Initiative:**

The goal of center advising initiative is to assist cliental who walk into the center in the the navigation and affordability factors of post-secondary education, and for empowering students with the knowledge and pipelines to productive careers. *Post-secondary* includes traditional 2-4 year institutions, the skilled trades, military, and workforce training.

When at the Center, the advisor will interact with all walk-in cliental, including returning adults, high school students and their families. Advisors provide relevant information regarding post-secondary education and the skilled trades as well as college choice/financial aid processes:

- Encouraging each student to consider a broad range of appropriate post-secondary choices, including college, skilled trades, military and work choices.
- Developing a comprehensive career pathway timeline, including application deadlines for admission, financial aid, for each student attending college, or resume, cover letters, and references, for those going to work
- Helping each student complete and submit admissions, financial aid, and job applications.
- Assisting each student in interpreting correspondence from institutions, including offers of admission and financial aid.

### **Qualifications:**

- Bachelor's degree
- Ability to effectively partner with students, faculty, and staff including those from diverse backgrounds
- Previous experience demonstrating strong leadership abilities, influencing others in a positive manner while achieving goals, and effectively communicating ideas as well as generating support for ideas

### **Job Knowledge, Skills & Abilities**

- Excellent communication skills, both written and verbal
- Ability to work effectively and independently within their work area
- Must have ability to work with, MS Office Software and google docs. Must be proficient in Word, PowerPoint, and Outlook.
- Must have the ability to work at alternate locations.