



Job Title: Career and Education Outreach Specialist

Date: 04/11/2022

Type of Posting: Internal and External

Salary: \$48,000- \$55,000

WIT JPID: 15225771

Salary Group: B-17

FLSA Status: Non-Exempt

To learn more, go to www.wfscapitalarea.com/joinourteam. **Apply online** at www.workintexas.com (Job posting: 15225771), **then email your résumé & cover letter** to HR@wfscapitalarea.com.

ORGANIZATION AND PURPOSE

Workforce Solutions Capital Area is a non-profit organization that connects people to jobs. We are a recognized leader in workforce development. Our reputation is built upon collaboration, accountability, and innovation.

This mission of Workforce Solutions Capital Area is to lead the region's workforce development system in support of a world-class workforce. We believe that training and education aligned to the needs of local employers are the foundation of a competitive workforce. We utilize a strategic approach to workforce development, based on analytics, to ensure that programs and services meet the needs of job seekers and employers.

GENERAL DESCRIPTION

This job posting is a unique opportunity for the Travis County region to create deeper connections between the K-12 system, postsecondary education, and the workforce.

You will thrive in this role if...

- You are passionate about talking to others about career and post-secondary planning
- You enjoy working on a team to plan, organize, and coordinate on projects
- You can connect with both clients and businesses in a personable and professional manner
- You enjoy attending networking events and engaging with others
- You are autonomous, self-driven, and solution oriented. You see a problem and leverage your resources to find a sustainable solution.

This position reports to the Director of Career Awareness and K-12 Partnerships.

The specialist will be assigned to provide work with middle and high school campuses at Austin and Del Valle Independent School Districts (ISDs).

Austin ISD: Northeast High School, Navarro High School, Navarro Graduation Preparatory Academy, LBJ High School, Dobie Middle School, Gus Garcia Young Men's Leadership Academy, Sadler Means Young Women, Webb Middle School, Burnet Middle School, Gonzalo Garza High School, Alternative Learning Center, Gardner-Betts Juvenile Justice Center, Travis High School Graduation Preparatory Academy, Crockett High School and International High School Eastside.

Del Valle ISD: Daily Middle School, Del Valle High School, Del Valle Middle School, Discipline Alternative Education Program, John P. Ojeda Middle School and Del Valle Opportunity Center.

The specialist will develop strong relationships with their designated school district staff, students and parents and understand the needs of their assigned school districts, with a focus on at-risk youth. The specialist will be workforce development liaisons for the school districts and provide faculty and students with information about the in-demand occupations and industries in the Austin region. This will be a highly external role, and the specialist will frequently give presentations and meet one-on-one with faculty and students to disseminate this labor market information.

The specialist will promote career awareness, especially in the Workforce Board's Plan of focus including industries of healthcare, information technology, skilled trades/advanced manufacturing, and transit. Public speaking and strong relationship management skills are required. The specialist will perform duties under the supervision of the Director of Career Awareness and K-12 Partnerships and may perform other relevant tasks as assigned.

EXAMPLES OF WORK PERFORMED

The Career and Education Outreach Specialist will collect data on the number of students served through presentations, career fairs, one-on-one advising and other types of outreach, which will be reported to the Texas Workforce Commission. Specialist may also be asked to collect data that supports the need for these positions in order to assist with the assessment and continuation of the project beyond the grant period. The specialist will assist middle and high schools in the development of Workforce

Education curriculum and initiatives, which includes:

- Obtaining Workforce Education-related guest speakers and presentations.
- Providing classroom and virtual presentations on career preparation – interviewing, resume writing, etc.; with campuses and community-based organizations
- Lead and organize monthly/bimonthly K-12 industry workgroups to provide information to partners and students about the Board's targeted industries and local training opportunities for students.
- Working with the local area chambers of commerce to conduct business and industry surveys for determining occupational training needs and potential placement of students in job shadowing, internships, and permanent employment.
- Collaborating closely with Board Staff and Business Liaisons to facilitate employer engagement opportunities, including but not limited to internships, apprenticeships, career awareness events, etc.
- Working closely with higher education and community-based organization staff to promote articulation plans, so that students utilize college credits received in high school and continue their postsecondary education.
- Conducting instructor surveys for in service needs related to Workforce Education implementation.
- Working one-on-one with students to help guide them toward postsecondary and employment opportunities.
- Exploring funding opportunities to improve current programs or create new programs to serve teachers, counselors and students.
- Daily traveling required to schools within designated ISD(s), mileage reimbursement is available.
- Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Bachelor's degree in human services, business, education or related field from an accredited four-year college or university. One (1) year of qualifying experience may be substituted for each year (30 semester hours) of college up to a maximum of two years. ***Preferred:*** Grants experience, especially gathering data for reports; ISD experience, as a teacher or counselor; Experience working with middle and high school populations, particularly at-risk students.

Knowledge, Skills, and Abilities

- Requires the ability to work as a team, plan, organize, and prioritize activities.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to display a possession of collaborative skills.
- Requires ability to work independently.
- Proficient in Outlook, Microsoft Office Suite
- Experience using CRM tools to track business engagement
- Experience working with middle and high school populations.
- Experience working with at-risk students.
- Familiarity with community-based organizations, post-secondary education entities, and client referral processes
- Familiarity with local labor market information.
- Bilingual (English/Spanish) preferred, but not required.

Preferred Soft Skills:

- Driven, creative, collaborative, efficient, engaging, flexible, resourceful, and detail-oriented.

Registration, Certification, or Licensure

- Must possess a valid driver's license and have access to reliable transportation. Local, in-state and out-of-state travel required.
- Must be legally eligible for employment in the United States.
- May be subject to a background check (verification of education, employment, references, and criminal background).