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**Job Title:** Career and Education Outreach Specialist  
**Date:** 9/30/2022  
**Type of Posting:** Internal and External  
**Salary:** \$55,000  
**WIT JPID:** 15591735  
**Salary Group:** B-17  
**FLSA Status:** Non-Exempt

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### 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. Workforce Solutions Capital Area is one of five areas in the state of Texas that received funding for these positions, and through this grant, we are developing a model for the rest of the state and nation to emulate. If you want to be part of a groundbreaking plan to better connect our region's youth to education and career opportunities, this job opportunity might be for you!

The specialist will be assigned for the remaining grant period to work with specific school districts: Pflugerville, Manor, and Elgin Independent School Districts (ISD). Specifically:

**Pflugerville ISD:** Dessau Middle School, Westview Middle School, Connally High School, Pflugerville Academic Center of Excellence, Pflugerville High School

**Manor ISD:** Manor High School (9<sup>th</sup> and 10<sup>th</sup> grade campus), Manor High School (11<sup>th</sup> and 12<sup>th</sup> grade campus), Manor New Tech, Manor Early College High School, middle schools upon demand including Dailey Middle School

**Elgin ISD:** Elgin High School, Phoenix High School, Elgin Middle School

The specialist is also responsible for coordinating the K-12 healthcare workgroup, which is part of the Central Texas Healthcare Partnership. Through this workgroup, the specialist will coordinate directly with

employers, higher education, community-based organizations and school districts. Through the workgroup, the specialist will lead the planning and coordination of outreach efforts to increase student awareness of career pathways within health sciences and the public service high school endorsement. Activities include class presentations, large-scale career fairs, and coordinating activities with Workforce Solutions Rural Capital Area, which is part of the workgroup.

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 specialists 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 specialists will frequently give presentations and meet one-on-one with faculty and students to disseminate this labor market information. The specialists will adapt their service model depending on whether campuses are providing virtual or in-person learning.

The specialists will promote career awareness, especially in the Master Community Workforce Plan's focus industries of healthcare, information technology and skilled trades/advanced manufacturing. Public speaking and strong relationship management skills are required. Strong communication and time management skills are required, since this role will include working from home. The specialists will perform duties under the supervision of the Director of Research and Career Awareness and may perform other relevant tasks as assigned.

#### **EXAMPLES OF WORK PERFORMED**

The Career and Education Outreach Specialists 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 grantor, the Texas Workforce Commission. Specialists 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 specialists will assist middle and high schools in the development of Workforce Education curriculum and initiatives, which includes:

- Lead the K-12 workgroup for healthcare industry partnership;
- Coordinate monthly K-12 workgroup meetings;
- Coordinate regional career awareness events with WFS Rural Capital Area;
- Engage employer involvement in K-12 workgroup;
- Obtaining Workforce Education-related guest speakers and presentations;
- Providing classroom presentations on career preparation – interviewing, resume writing, etc.;
- 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 the Talent Coordinator, employed by the Greater Austin Chamber of Commerce, in order 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;
- Experience working with middle and high school populations;
- Experience working with at-risk students;
- Familiarity with local labor market information and the Master Community Workforce Plan;
- Bilingual (English/Spanish) preferred.

### **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).