



Job Title: Career and Education Outreach Specialist
Date: 09/26/2023
Job Type: Regular, Full-Time
Salary Range: \$50,000-55,000
Reports to: Director of Career Awareness and K-12 Partnerships

WIT JPID: 16218430
Salary Group: B-18
FLSA Status: Non-Exempt

To learn more, go to www.wfscapitalarea.com/joinourteam. Apply online at www.workintexas.com (Job posting: 16218430), 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 with others about career pathways, internships, and career exploration while in school!
- 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 to build program connections.
- You are autonomous, self-driven, and solution oriented. You see a problem and leverage your resources to find a sustainable solution.

Each Career and Education Outreach specialist will be assigned to provide work with middle and high school campuses at an assigned 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 or other schools as assigned.

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 or other schools as assigned

Elgin ISD: Elgin High School, Elgin Middle School, and Phoenix High School or other schools as assigned.

Manor ISD: Manor New Tech High School, Manor High School, Manor Senior High School, Manor Excel Academy, Manor Early College High School or other schools as assigned.

Pflugerville ISD: Connally High School, Pflugerville Academic Center of Excellence (PACE), Dessau Middle School, Pflugerville High School, Westview Middle School or other schools as assigned.

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 mobility and infrastructure. Public speaking, event management, 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 methods, which will be reported to the Texas Workforce Commission (TWC). 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 and Career Preparation.

Education Outreach Specialists will be responsible for initiatives such as:

- Maintaining strong working partnerships with local independent school districts within Austin/Travis County and respective campuses outlined in the Memorandum of Understanding (MOU).
- Providing classroom and virtual presentations on career preparation – interviewing, resume writing, etc.; with campuses and community-based organizations.
- Developing employer-driven work-based learning opportunities for students in middle school, high school, and post-secondary training or education programs. Work-based learning opportunities can include but are not limited to, job shadows, field trips, industry speaker panels, project-based learning, internships, career events, youth apprenticeships and more.
- Coordinating with organizational and regional partners in the recruitment of industry partners to facilitate WBL activities for youth programs including Career and Technical Education (CTE) programs and youth organizations. Leading and organizing 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.

- Providing writer and visual communications for employers and industry leaders on available local youth talent pipelines within schools and youth organizations.
Collaborating with the department team to plan, lead, and execute the annual summer externship program.
- Monitoring and tracking the dissemination of work-based learning opportunities (WBL), progress of WBL opportunities, and evaluation of WBL outcomes and success.
- Managing a database of regional employer partners and program partnerships to track students participating in work-based learning opportunities.
- Working one-on-one with students to help guide them toward postsecondary and employment opportunities.
- Managing and curating content for WBL activities and Career and Education related programs, initiatives, and information for dissemination through our website, social media channels, and other forms of media.
- 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; workforce development experience, as a career advisor; 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.
- Project and event management
- Strong presentation skills

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).

WORKFORCE SOLUTIONS CAPITAL AREA OFFERS A COMPREHENSIVE BENEFITS PACKAGE, INCLUDING:

- Medical, dental, and vision insurance.
- Paid life insurance (Employee/Spouse/Child), long term disability (LTD), and AD&D.
- Supplemental life insurance option (Employee/Spouse/Child).
- Medical and dependent care Flexible Spending Accounts (FSA).
- 401(k) Savings and Investment Plan with company 4% Safe Harbor Contribution.
- Flexible paid time off (accrued vacation and sick leave).
- Paid parental extended leave.
- Paid professional development budget.
- Paid Employee Assistance Program (EAP).