



SEEDS OF FORTUNE INC. POSITION: Director of College and Career Services

The Director of College and Career Services will be in charge of creating and implementing activities for those matriculating and currently in the University Scholars Young Adults such as academic support, job skills training, academic counseling, internships, Summer Youth Employment Programming. This position's responsibility is to enhance exposure and ability to get into a career path.

The Director of College and Career Services will be responsible for overseeing program activities and communicating with participants & partners to support University career exploration and workforce readiness.

Responsibilities:

- Customize the current college/career readiness curriculum to fit the needs of each program.
- Facilitate workshops that relate to career readiness, college readiness, leadership and other related skill building content.
- Provide academic support and counseling to participants to encourage positive habits and behavior including calls to members.
- Build partnerships with local businesses and organizations to create job placement and civic engagement opportunities for youth.
- Motivate and support participants in the attainment of career, financial and education advancement opportunities.
- Develop individual career/education plans for participants. Develop meaningful relationships, track performance measures, maintain case notes, and update participant files regularly.
- Plan and facilitate literacy, educational, and leadership activities.
- Provide a wide array of appropriate resources on careers, technical schools, apprenticeship and training programs.
- Other duties as assigned by supervisor



Qualifications:

- Bachelor's degree in a related field
- Experience working with High School and college students
- Experience leading with career/college readiness programming.
- Ability to communicate effectively both verbally and in writing.
- Ability to be proactive and work independently and collaboratively.
- High motivation and willingness to work as part of a team to promote successful outcomes for youth
- Strong leadership, mentoring and team-building skills
- Comfort with speaking to large groups of students/youth.
- Ability to establish and maintain effective professional relationships with youth
- Excellent punctuality, attendance, and reliability is a must.
- Computer literate with knowledge of Microsoft Office programs (Word, Outlook, Excel, etc.)

Compensation: \$20 hourly, Part-Time Position

Link to Apply: <https://www.seedsoffortune.org/jobs>