



JOB POSTING  
**CAREER SPECIALIST**  
Jobs for Cincinnati Graduates Program

Cincinnati Youth Collaborative (CYC), a United Way Agency Partner, has been committed to increasing Greater Cincinnati high school graduation rates for over 30 years by collaborating with schools, businesses, and volunteers throughout the community. Since its founding, CYC has served more than 200,000 students by placing positive adult advocates in their lives. Working directly with local school districts, CYC offers workforce development, college and career success, and mentoring services to students. Mentoring platforms are tailored to the needs of individuals, groups, and businesses. Over the past five years, an average of 95% of CYC senior students have graduated on time from high school.

The mission of JCG is to assist high school students with significant challenges, to help them graduate, and successfully make a planned transition from school to career. We accomplish our mission by focusing on the social and work skills that are required for success in school and career. These include, integrating academic skills with job attainment, retention and advancement skills; follow-up services to help overcome hurdles during the year after graduation; developing and guiding individualized, achievable career plans; tutoring, mentoring and assisting with proficiency preparation; and connecting with social services to meet individual needs.

JCG is currently looking for a Career Specialist who will be assigned to Hughes STEM high school. General responsibilities of the role are to identify, recruit, assess, instruct and mentor high school or GED students who are at risk for remaining in school, being promoted to the next level, achieving graduation and/or making a transition from school to career. The position includes both classroom-based work as well as periodic weekend and/or evening responsibilities to support students in their goals to achieve a diploma or GED and successfully transition to the workforce or to post-secondary education or training.

The position requires:

- Ensuring students develop specific Job's for America's Graduates' competencies using a variety of teaching methods.
- Assist students in identifying and maintaining quality employment and/or post-secondary educational programs that complement their career goals.
- Providing guidance, coaching and support to students to achieve their goals.
- Partnering with other community agencies to assist students in achieving their goals.
- Completing necessary documenting and tracking to ensure compliance with funding requirements.

This is a fixed-term position with an expected duration of March through November of 2022.

This position requires a bachelor's degree (or equivalent combination of education and experience) in education, social service, counseling, business, or related discipline as well as some experience with classroom teaching/support of at-risk youth. Strong communication and customer service skills are also required as are interpersonal, oral and written communication skills. Successful candidates will have organizational skills, time management skills and an ability to balance both task-oriented and process-oriented responsibilities. Strong background with Microsoft Office, Outlook and similar applications is required. Proven success working with diverse populations of stakeholders (students, parents, volunteers, school staff, corporate partners and community-based persons) is highly valued including experience with people from low-income or urban backgrounds. Incumbents must also have the skill to manage and assure all program and contractual related performance outcome measures are met.

By connecting students with resources and tools for success, CYC continually proves that preparation and opportunity make all the difference in creating bright futures. CYC's 3 E's – Enrolled, Employed, and Enlisted – are the key career pathways for our youth because we know that success does not end after a high school diploma. Join our team and be part of this exciting and rewarding activity. Apply for the position at <https://www.cycyouth.org/employment-opportunities/>