

Job Opening

- **Lost River Career Cooperative
Career Coach**

Job Purpose and Responsibility:

Lost River Career Cooperative is looking for a part-time Career Coach. The Career Coach will report to the Director of the Lost River Career Cooperative. The Career Coach will be based out of the LRCC offices and is responsible for helping high school students of member schools define their career aspirations and identify community partnerships and/or training to meet those aspirations and achieve their educational goals. The Career Coach will empower students to make informed decisions regarding career and educational plans in preparation for success in post-secondary education and career opportunities.

The Career Coach is responsible for overseeing Career Readiness, including the following:

- Provide career and college entrance information and assistance to students, parents, teachers and counselors
- Assist in developing 9-14 career pathways
- Provide career exploration, planning, and development guidance and college advisement to high school students
- Develop career exploration opportunities (job-shadowing, internships, industry tours, etc.)
- Prepare career education and instructional materials for use by teachers and students
- Assist students in locating and using career/college information as needed for post-high school planning
- Obtain, organize, and effectively distribute CTE guidance materials to students and parents
- Plan, organize, develop, and facilitate career events; prepare letters, flyers, mailers, and other materials to publicize services, resources, and programs
- Contact, schedule, and arrange for guest speakers from the region's business community and colleges to present information regarding specific occupations
- Work with local and regional industry representatives to create partnerships, pathways, and opportunities for students

Qualifications:

- Indiana Teaching License
- Proficient with Career Pathways and Career Clusters
- Proficient in Prerequisites necessary for College and/or Careers
- Experience in a CTE setting preferred
- Excellent Communications skills

Skills:

The Career Coach is responsible for implementing the College & Career Readiness program at member schools of Lost River Career Cooperative. The Career Coach must have the ability to coordinate projects and programs for students and parents. The Career Coach must be able to communicate effectively, work with others as a team, organize and maintain records, understand and work well with technology and manage time and resources effectively and efficiently.

Other Duties as Assigned:

Perform other related duties as assigned.

Opened until March 16, 2022 or until filled.

Please send resume and 3 letters of recommendation to:

Kevin Knies-Director

Lost River Career Cooperative

610 Elm St

Paoli, In 47454