



## **Monarch Schools Project Career and Work Readiness Coordinator**

### **Monarch School**

Monarch School Project nurtures resilience in unhoused youth and their families. We empower students to influence their own growth in the areas of academic success and social emotional learning and we reinforce the existing strength of families so that students can thrive in school and in life. Monarch School is a K-12 public school providing more than 300 students daily with an accredited education, social emotional learning opportunities, college and career preparation as well as basic necessities. Monarch School is a public-private partnership between the San Diego County Office of Education and the nonprofit Monarch School Project. For more information, please visit [www.monarchschoools.org](http://www.monarchschoools.org).

### **Position Summary**

The Career and Work Readiness Coordinator is responsible for planning and implementing the operational aspects of the Internship Program (Pathway to Employment), work readiness workshops during the core academic day and after school. This position will also support the work of a developing career pathways program and work closely with the SDCOE College and Career Prep teacher.

### **Reporting Relationship**

The Career and Work Readiness Coordinator reports to the Director of Life Skills, however the incumbent must be able to communicate with other team members, Board of Directors, and external stakeholders.

### **I. ESSENTIAL DUTIES AND RESPONSIBILITIES**

The individual will perform the following duties and responsibilities along with other duties that may be assigned:

#### **General Responsibilities:**

#### **Internship Program:**

- Recruit high school students to participate in program, gather applications, check eligibility, and handle enrollment and placement.
- Connect and secure with MOUs work experience providers that align with Monarch's core values, provide project-based internships, and accessible to students from campus.
- Prepare students and organize internship placement site interviews on campus.
- Conduct the program orientation for student interns and worksite mentors, informing the program participants of their roles and responsibilities, program goals and core values.

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- Match students to internship sites based on skill set, personality and student goals.
- Provide training and support to worksite mentors and work-readiness instructors.
- Conduct periodic site observations with the students and worksite mentors, to document work experience, discuss student progress, address questions and, if necessary, mediate problems and issues among the participants in the experience.
- Manage career exploration and work readiness budget, stipends, and other program expenses.
- Collect and review evaluation and program data to measure student growth and programmatic impact and trends.
- Plan and execute the end-of-year celebration and exhibition of learning for student interns, worksite mentors, and program partners.

**Work Readiness:**

- Plan and execute student activities for career awareness and exploration.
- Instruct work readiness and career exploration course for middle and high school students.
- Provide career development, occupational, and labor market information to students and staff.
- Manage business, education, and community partnerships that provide opportunities for students and support programming.
- Publicize partnership resources (i.e. job opportunities, career fairs, etc).
- Serve as a role model to students by setting the highest standards of professional and personal conduct, honesty, integrity and ethical behavior and ensuring that “Kids Come First” at all times.

**II. QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

- A Bachelor’s degree from a four-year college/university in early childhood development, psychology, counseling, social justice or education is required.
- Professional experience working with youth development, educational, or other social service organizations
- Experience in working with culturally diverse and low-income populations, with an awareness and sensitivity to diverse socio-economic challenges impacting low-income communities.
- Experience with internship programs and/or youth workforce development extremely desirable.

**Certificates and Licenses**

A valid California driver’s license is required.

**Equal Opportunity Employment:**

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Monarch Schools Project is committed to non-discriminatory hiring practices that are focused on equity and inclusion and that balance experience and education as qualifications. MSP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, genetics, national origin, protected veteran status, disability status, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

### **Job Status and Compensation**

This is a full-time hourly position, paying \$40,000 to \$45,000 annual salary.

### **Application Process**

Interested candidates should email a resume and cover letter with Career and Work Readiness Coordinator in the subject line to [HR@monarchschoools.org](mailto:HR@monarchschoools.org). This position will close on **Tuesday, November 30, 2021.**