

School to Careers Partnership
Program Coordinator

POSITION: Program Coordinator P/T

REPORTS TO: Program Director

JOB SUMMARY

Seeking a creative, business pro who believes in saving the world with us at STC! Check out our mission and let us know how/why you want to join the team! [School to Careers Mission](#)

You will work collaboratively with STC staff to build program capacity. This role will identify new business opportunities, assist with running student programs and student tracking. This is a part time position (15 – 19 hours/week) with summers off.

Looking for someone who has a business mind with a mission heart who understand what makes a business tick (its workforce, of course) and how to develop that by meeting the needs of STC business partners and getting this concrete message/opportunities to the 10,000 middle/senior high school students in our partnership. Sound interesting?

ESSENTIAL DUTIES AND REPSONSIBILITIES

Include:

- Assisting in developing and implementing plans and goals for the partnership
- Working with the director to coordinate daily operations
- Identifying and recruiting new business partners with a particular focus on STEM
- Designing and running student programs
- Tracking student participation relevant to career/college plans/attainment

Responsibilities

- Assist in developing and implementing plans and goals
- Work with the director to coordinate and supervise daily operations
- Monitor attainment of objectives
- Represent the partnership as needed
- Create reports and submit them to the director
- Fulfill duties as assigned by the director

Requirements

- Knowledge of relevant business trends
- Proficient in MS Office,
- Outstanding communication and public speaking skills
- Excellent organizational and leadership skills
- Aptitude in problem-solving
- Ability to work as a team
- BS/BA in STEM field or relevant experience

