



INSPIRING
YOUTH

Position Title: Career Specialist

Department: Programs

Reports to: Program Manager

Summary: Full-Time Non-Exempt (occasional early morning, evenings, and weekends required)

Salary Range: \$22.00-\$27.00

Organization Summary:

Junior Achievement of San Diego County (JA San Diego) empowers young people to own their economic success through Common Core-aligned K-12 programs focused on financial literacy, work readiness, and entrepreneurship. These programs enable students to make a connection between what they learn in school and how it can be applied in the real world—enhancing its relevance and increasing students’ awareness of the value of education, the importance of planning for the future, and the impact of their decisions. These early insights are essential building blocks for economic empowerment and self-sufficiency.

JA San Diego associates are known for their passion for the JA mission to empower youth and drive to building a bright future for San Diego. JA San Diego offers a collaborative, innovative and inclusive work environment.

Job Function:

The Career Specialist will develop and implement program resources, focusing on career readiness, leadership development, and personal growth for high school students. This role involves guiding students to explore career pathways and develop their professional skills and foundation in a supportive and motivating environment. The Career Specialist will primarily support 11th and 12th grade students within the JA’s career readiness programs.

Responsibilities:

Program Implementation and Operations:

- Provide resources and support for programs under JA’s three pillars: Career Readiness, Financial Literacy, and Entrepreneurship, empowering educators to deliver impactful programming.
- Coordinate, develop, and implement resources and training for JA’s career readiness programs, ensuring it meets student needs and aligns with organizational goals while enabling educators to lead independently.
- Innovate and adapt JA curriculum to address community needs, ensuring relevance and effectiveness for diverse student populations.
- Input data on student activities and placements into internal database. Maintain current data on active student caseload. Regularly check progress toward work readiness milestones and placement goals.
- Participate in School-to-Career initiatives such as Linked Learning, career pathway development, and collaboration with college advising organizations.
- Complete annual survey of program graduates to obtain information on their post-high school employment and education activities for career and technical education programs.
- Refer students needing social or academic help to appropriate service providers.

Career Coaching and Development:

- Develop and offer a sequence of career exploration and planning services that allows students to explore their interests and the available career opportunities, including:
- Career interest assessment and planning tools
- Up-to-date information on demand and salaries of jobs and career fields in San Diego
- In-person and on-line career exploration activities with students and employers
- Meet with students regularly to get to know their interests and academic program, as well as provide career coaching.
- Maintain regular communication with relevant team members to align career coaching activities with the flow of their academic activities and the rhythm of the semester.
- Schedule in-person and virtual job shadows, interviews, networking events, and other career exploratory activities for students to help them develop career goals and plan their majors.
- Identify, prepare, and match students with jobs and work-based learning experiences during the summer and with career awareness activities such as company tours and job shadows.
- Deliver workshops on topics such as resume writing, interview preparation, and workplace etiquette. Lead career awareness and exploration activities such as career panels and company visits in cooperation with JA staff and school teaching faculty.
- Assist students in developing essential career skills such as resume writing, interview preparation, and understanding industry pathways.

Community Engagement and Relationship Building:

- Cultivate relationships with volunteers, teachers, school administration, and community organizations to understand and address student challenges.
- Provide support, feedback, program materials, and resources to volunteers and teachers to support effective program implementation.

Program Evaluation and Collaboration:

- Assure program quality through pre- and post-program evaluations, utilizing feedback to refine and enhance program delivery.
- Maintain accurate student records and assist with ongoing data collection and analysis to support program evaluation and improvement.
- Work closely with the Junior Achievement team to ensure program excellence and alignment with broader organizational objectives.
- Participate in special events, such as career fairs, leadership workshops, and recognition ceremonies
- Follow directions from the Program Manager to ensure program excellence.

Qualifications/ Skills:

- Minimum of 2 years of experience working with youth, preferably high school students.
- Strong presentation, written, and communication skills with the ability to engage and motivate students from various backgrounds.
- Strong time management and organizational skills, with the ability to multitask and adapt to changing circumstances.
- Flexible with time; able to be on feet for long periods of time.
- Initiative to recognize and anticipate problems and propose potential solutions.
- Demonstrated experience delivering superior customer service.
- Team player with a positive and enthusiastic attitude.
- Ability to occasionally lift 20 pounds.

Additional Expectations:

- Represent Junior Achievement in a positive manner in all public and private settings.
- Empower students to uphold Junior Achievement's expectations.
- Provide positive encouragement to staff, students, and instructors in all public and private settings.
- Exemplify commitment to Junior Achievement's mission and values.

Travel/ Hours:

- Frequent travel within San Diego will be expected. A valid driver's license or reliable transportation to and from site locations, Junior Achievement headquarters, and related events is required.
- Occasional weekend, early morning, and evening work will be expected.

Benefits:

- Medical (75% employer paid for staff and 50% for dependents), dental and vision (75% employer paid for staff and dependents), life (100% employer paid) and long-term disability insurance (employee paid)
- 401k plan with employer match
- Flexible PTO, Sick time, and paid time off for major holidays

To Apply:

Send cover letter with salary requirements and resume to: Linda O'Connell, loconnell@jasandiego.org

This position description is a general overview of the duties to be performed by the employee occupying this position. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.