

## **College & Career Specialist**

### **JOB SUMMARY**

The College & Career Specialist is responsible for providing direct, individualized guidance, coaching and resources to school age youth and their volunteer mentors to support academic success and career exploration and readiness.

### **ACCOUNTABILITY**

The College & Career Specialist will report to the Program Manager – Site Based Programs.

### **RESPONSIBILITIES**

- Serve as direct support to our currently enrolled school age students and their mentors participating in the Rise Up program.
- Develop and implement new program models; build and optimize support structures for the students and their mentors.
- Provide both tailored, individualized coaching and guidance as well as delivering workshops and resources to the full group of students and their mentors.
- Maintain regular contact with matches to assess the strength of mentoring relationships; proactively address barriers and leverage both internal and external resources to support academic success and career exploration.
- Create & facilitate academic or career-based workshops as needed.
- Update records on a routine basis; generate mailing labels, assist with statistical reports, demographic and outcome tracking. Input all survey data into the database. Create and maintain department forms.
- Attend external meetings for professional associations and partnerships as needed.
- Contribute to the development of funding proposals and reports.
- Other duties as assigned.

### **QUALIFICATIONS**

- Bachelor's degree required.
- Bi-lingual (Spanish/English) required.
- Experience in the social services field preferred.
- Experience working with High school or college students in a formal career success program or in a career advising setting.
- Demonstrated experience supporting students in navigating FAFSA, TAP, and other scholarships.
- Skilled facilitator comfortable delivering programming and curriculum to a diverse set of stakeholders both in-person and virtually.
- Commitment to diversity, equity and inclusion; understanding of the institutional and systemic barriers to college success faced by first-generation college students.
- Creative problem-solver; comfort with innovation and establishing new processes.



- Proficient in MS Office: Word, Excel, & Outlook; Experience using Matchforce and/or Innovative Mentoring systems, a plus.
- Strong verbal and written communication skills
- Intermediate knowledge of Microsoft office (Outlook, Word)
- Clean NYS Drivers license; ability to travel throughout Nassau/Suffolk Counties
- Evening and weekend availability required.

A successful College & Career Specialist will have an interest in college counseling and vocational studies, career assessments, and other support services intended to help youth succeed after high school graduation; will possess patience with a confident and calming presence and will be comfortable with public speaking. Will have a passion for the mission and values of BBBSLI and alignment with the organization's values.

### **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand, sit, reach with hands and arms, talk, and hear. The employee is occasionally required to walk and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Driving will be an essential function of the role.

### **FLSA Status**

Non-Exempt

### **Schedule**

Tuesday – Saturday  
Hybrid In-Office/Remote schedule  
Evenings & weekends

### **Location**

Westbury and/or Islandia, NY

### **Salary**

Range from \$45,000 - \$50,000.

### **Benefits**

We offer a competitive salary, a comprehensive benefit package, which includes medical, dental, vision, retirement plan & STUDENT LOAN REPAYMENT ASSISTANCE as well as generous paid time off and a flexible, remote/in-office, hybrid schedule and MORE!

### **Application Instructions**

Please submit resume with cover letter, including salary requirements, to:



Carmelina Vassallo, Director of Human Resources

[cvassallo@bbbsli.org](mailto:cvassallo@bbbsli.org)

Fax: 631.468.6798