



## Career Accelerator – Lead Program Teacher Coordinator

**Reports to:** Sheneika Simmons, Program Manager; Douglas Price, Director of Programs

**Start Date:** January 2025      **End Date:** July 2025

**Hours:** 5 to 10 hours per week (January to March); 20-40 hours per week (May - July)

**Compensation:** \$50 per hour (Contract Employee – 1099)

**Mission:** To engage, inform, and mobilize the business community and community-at-large in collaboration with the Wake County Public School System to provide every student with excellent educational opportunities, highly effective teachers, and strong leaders.

**Program Summary:** WakeEd Partnership works with Wake County Public Schools and local businesses to host the Career Accelerator program, an immersive summer program that allows students to explore various career pathways and industries, while homing in on their soft skills and career readiness. Throughout the program, up to 300 students will be able to engage with local businesses through on-site immersion experiences, develop their digital portfolio (resume, cover letter, etc.), and acquire workforce-ready micro-credentials. On the last day of the program, students will participate in a Career Expo, which allows students to participate in a college and career fair, participate in a networking event, and engage with local business, colleges, and universities.

### Duties & Responsibilities

- Identify and correspond with immersion hosts, expo partners, and guest speakers
- Manage and update communications with Site Coordinators and Teachers
- Assist in the development of a curriculum for students
- Assist with outreach and communications to local schools, community partners, volunteers, etc.
- Assist in schedule development and placements for teachers, businesses, and guest speakers
- Coordinate snack distribution
- Provide professional development training to Career Accelerator Site Coordinators and Teachers
- Partner with WakeEd Partnership to identify, develop, and execute a high-quality career-based curriculum for students to utilize throughout the program

### Qualifications:

- Proficiency in basic computer software (i.e., Google Suite, Microsoft Office, etc.)
- Strong communication and facilitation skills – ability to build rapport, present information, active listening, and professionally respond.
- Flexible and resourceful in a fast-paced environment
- Excellent organizational skills – self-starter, exceptional attention to detail
- Ability to prioritize tasks, manage time, and problem solve
- Strong relationship building and leadership skills – ability to relate to, work collaboratively, and effectively with diverse groups and individuals
- Experience in Career and Technical Education (CTE) in Wake County
  - WCPSS employee, preferred
  - Experience with the Career Accelerator program preferred
  - Experience as a Career Development Coordinator (CDC) preferred
- Experience in developing and executing new program initiatives preferred
- Experience in evaluating and utilizing research data and metrics to improve initiatives preferred



Applications can be submitted by clicking [here](#). Applications close on December 6, 2024, at 11:59pm EST.