



Career Accelerator – Site Coordinator

Reports to: Sheneika Simmons, Program Manager; Lead Coordinator

Start Date: May 2025 **End Date:** July 2025

Hours: 5 to 10 hours per week (May); 40 hours per week (June)

Compensation: \$44 per hour

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 honing 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

- Communicate with immersion hosts, expo partners, and guest speakers, as assigned.
- Communicate with WakeEd Partnership staff, including Career Accelerator Lead Teacher
- Maintain communications with Teachers at designated school site
- Coordinate and maintain meal and snack distribution at assigned school site
- Coordinate and maintain transportation facilitation, in partnership with Lead Teacher,
- Maintain site data collection
- Manage and supervise students and teachers on and off-site
- Organize, assist, and ensure the distribution of supplies, materials, etc.
- Supervise, support, and work collaboratively with Teachers
- Assist in curriculum implementation for the program
- Assist in the training and development of Site Coordinators and Teachers

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 K-12 education; WCPSS employee, preferred
- Knowledge of and connection to local businesses across Wake County

Applications can be submitted by clicking [here](#). Applications close on January 15, 2025 at 11:59pm EST.