

Work-Based Learning Coordinator Job Posting

Are you interested in making a difference in the lives of students? Are you ready to put your skills to use as part of an energetic team? Are you passionate about engaging students in career connecting learning and opportunities for Industry Exposure and Career Preparation? As a WBL Coordinator these will be key roles you will play as we partner with schools to support student success!

Who We Are: Philadelphia Academies, Inc. (PAI) is a 54-year-old non-profit whose mission is to alleviate poverty by creating opportunities for underserved students to thrive. PAI was established in 1969 to address the dropout crisis plaguing Philadelphia schools through a Career Academy Model which has since been replicated nationally by over 8,000 schools. Today our programming focuses on Workforce Development Initiatives, Teacher & School Leader Support, and real-world Career Experiences. These efforts are designed to focus on generating post-secondary opportunities better suited to achieving our mission of improving outcomes for Philadelphia's young people.

Position: Work Based Learning Coordinator (Full-Time)

The Work Based Learning (WBL) Coordinator is responsible for supporting a wide range of college and career readiness programming for partner schools within PAI's Tourism and Hospitality Management Program. Working directly with students and teachers in CTE programs that include Baking, Culinary Arts, Digital Media, Graphic Arts, and Sports Marketing, the WBL Coordinator will also network with Industry leaders to ensure their engagement, participation and relevant programming. Working in multiple high schools and with a team of PAI colleagues, the WBL Coordinator will schedule, organize and implement college and career activities for in-school programming and summer experiences. Additionally, the WBL Coordinator will be responsible for the preparation and recruitment of students for internships and industry pipelines. They will report to the Director of Tourism & Hospitality Management.

Effective October 29, 2021 Philadelphia Academies, Inc. requires all employees to be fully vaccinated with an FDA authorized and/or approved COVID-19 vaccination as a condition of employment.

The ideal candidate for this position will have experience working in public schools and be: creative; a confident public speaker; have experience in coordinating events; self-motivated and action-oriented; flexible and able to adapt to unexpected challenges; and a team-player whose passion and skills motivate others and supports the teachers and youth we serve. Additionally, the candidate should have the capacity to communicate with corporate leaders, professionals and administrators.

This is an excellent opportunity for an enterprising professional who is interested in expanding their skill base within an educational and business environment.

Duties and Responsibilities:

- Coordinate and implement college and career events and activities at partner schools, including but not limited to: career days, college and industry site tours, Master Classes, speaker panels, delivering 21st century skills and interview workshops, and supporting PAI's Signature Events (Interview Skills Workshops and Interview Expo).
- Function as a point of contact for teachers, administrators and PAI colleagues on all large-scale in-

school and out-of-school student events and activities for assigned schools.

- Coordinate Master Classes with industry partners, including facilitating space, student transportation, curriculum, food and materials.
- With the support of the Director of Tourism & Hospitality Management, when necessary, manage event budgets, venue contracts, purchasing and coordinate with business and community partners, volunteers, and vendors.
- Collect and track a variety of program data, including: graduation, attendance, participation in events, employment, college acceptance, certifications, etc.
- Support summer tourism and hospitality internships, including professional development sessions.
- Support student exploration of and application to colleges and internships that will further prepare them for careers in the tourism and hospitality industry.
- Commitment to learning current trends, best practices, and key players in Philadelphia Tourism and Hospitality, including attending networking events, researching new ideas, and creating student facing programming that is related and relevant.
- Articulate PAI scholarships to graduating seniors.
- Participation in all PAI signature events and fundraisers.
- Other duties as assigned.

Additional Qualifications and Required Skills:

- Bachelor's Degree in a related field, required.
- Experience working in a school setting, particularly an urban public school, preferred.
- Experience working with at-risk urban minority youth in grades 10-12 strongly recommended.
- Passion for racial equity and commitment to applying an equity lens to all that you do.
- Demonstrated ability to successfully manage multiple projects at various locations.
- Communicates clearly and in a timely manner; strong presentation, writing and editing skills
- Demonstrated ability to set and meet deadlines.
- Time-management and the ability to prioritize assigned work are vital
- Ability to quickly take ownership of established projects while advancing and building on existing goals.
- Able to lift and transport packages, books and equipment to schools as needed.

Hours: Normal business hours. However, occasional evening hours for special events are required.

Salary Range: \$52,000-57,000, with full benefits package including but not limited to Health, Life Insurance, Paid Time Off and 401K.

Please submit a cover letter with salary requirements, a resume and three professional references to Cheryl Lafferty, Senior Program Director: clafferty@academiesinc.org.

NOTE: Applicants MUST submit a cover letter with salary requirements to be considered.
Please, NO phone calls and NO walk-ins.