



TAF Career Readiness Program Manager	
DEPARTMENT	TAF Education Team
REPORTS TO	TAF Director of Education
SALARY	\$58,000 - \$62,000
POST/CLOSE DATE	OPEN
CLASSIFICATION	Exempt/Full Time (40 Hours)
HOURS	Monday - Thursday
LOCATION	Bethaday Community Learning Space (BCLS) & TAF Academy @ Saghalie

SUMMARY

The TAF Career Readiness Program Manager reports directly to TAF's Director of Education and works closely with TAF's College Readiness Program Manager, TAF Education Team staff, as well as TAF Academy @ Saghalie administration and staff. This position is responsible for leading career readiness initiatives on campus. S/he will also manage internship and other STEM career-connected learning opportunities for TAF Academy @ Saghalie students. In addition, the TAF Career Readiness Program Manager, in collaboration with other TAF Education Team staff, will support out-of-school STEM career enrichment programs including but not limited to internships, job shadows, and mentorships.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Coordinate student career readiness workshops, fairs and experiences
- Develop and implement a 6th-12th career readiness scope and sequence and monitor student progress
- Evaluate success and impact of internship/career readiness programs to TAF Director of Education and other TAF Executive Team members
- Collaborate with TAF College Readiness Program manager to align college and career support and programming
- Work with TAF Development Team and corporate partners to connect students with summer and school year internships
- Manages relationships between TAF Academy @ Saghalie and business partners to ensure student placements in internships, job shadows, mentor shops and other external partners are managed effectively to benefit and maximize the experience of students
- Identify students' professional and college interests to improve student matches with overall college and career readiness opportunities
- Source meaningful, skill-building career readiness opportunities for students, including job shadows, workplace tours, internships and externships, mentorships, and professional development

Skills Required:

- Ability to work well with limited supervision; independent problem-solving skills and ability to multi-task
- Ability to create and sustain positive relationships with students, teachers, administrators, and TAF staff
- Exceptional attention to detail and organizational abilities
- Patience and flexibility to respond to the changing needs of students and teachers
- Superior written, analytical, technical and verbal skills



QUALIFICATIONS

- Ability to represent underserved children of color for higher education and professional success.
- Excellent written and oral communication skills with demonstrated ability to speak and write clearly and persuasively; ability to compile data accurately.
- Familiarity working in diverse and multi-cultural and bilingual environments.
- Pass all required criminal and child abuse background checks
- Possess a valid Washington State Drivers license.

EDUCATION & EXPERIENCES

- Bachelors or Masters degree in education or related field
- Classroom experience and/or relevant experience in the field of education
- Must have demonstrated effective leadership skills
- Must be able to perform the essential functions of the job with or without reasonable accommodations
- History of positive evaluations
- Moderate to high proficiency and or aptitude in Microsoft Windows Operating System; MS Word; MS Excel; MS PowerPoint; MS Outlook. cursory knowledge using Box, and Google Docs is a plus.

LANGUAGES SKILLS

- Fluency in languages other than English is a plus.

COMPENSATION AND BENEFITS

- TAF offers competitive salaries and comprehensive benefits packages.

TO APPLY:

Forward resume and cover letter to the Attention Director of Education chrisa@techaccess.org. For more information visit our website at www.techaccess.org/about/work-at-taf/. No phone calls please.

TAF complies with the Civil Rights Act of 1964 (Title VII) and Equal Employment Opportunity (EEO) and follows guidelines to select the best qualified person for each position within the organization. No employee or applicant will be discriminated against because of race, creed, color, religion, gender, sexual orientation, national origin, age, or other physical or mental disability.