



NORTH CENTRAL WORKFORCE BOARD

100 Erdman Way
Leominster, MA 01453
978.534.1023

High School to Career Specialist (Part-Time) Job Description

Position: High School to Career Specialist

Hours: Part-time, 25 hours/week (flexible schedule)-**This is a grant funded position until June 30, 2025**

Compensation: \$28-32/hour-Annual two week vacation and two week sick time

Location: MassHire North Central Workforce Board. 100 Erdman Way, Leominster, MA 01453

Reports to: Kelley French-Deputy Director

Primary Responsibility:

Prepare high school students for work experiences by collaborating with regional school partners through the development of career workshops, scheduling career speakers, coordinating and initiating job fairs, engaging in employer recruitment and other career exploration activities as appropriate.

Key Responsibilities:

- **Career Exploration & Engagement:** Organize the Career Pathways Fair and Speakers Bureau to enhance employer engagement. Provide workshops on resume writing, interviewing skills, business etiquette, and employer expectations.
- **Employer Recruitment:** Recruit employers for career speakers and job fairs, fostering relationships with local businesses to create internship opportunities.
- **Collaboration with Schools:** Engage with school administration and guidance personnel to promote MassHire North Central Student Career Support services. Collaborate with school partners to identify and address specific career preparation needs. Collect and submit participant data, including quarterly success stories.

Qualifications:

- Minimum of associate's degree in education, human resources, human services or related field.
- Experience in career services or workforce development preferred.
- Strong communication skills and ability to motivate high school students.
- Knowledge of North Central regional schools or employers preferred
- Bi-lingual preferred

To Apply: Submit your resume and cover letter to Kelley French: Kfrench@masshirenorthcentralwb.com

The MassHire North Central Workforce Board is an Equal Opportunity Employer

MassHire Programs & Services are funded in part by US Department of Labor (USDOL) Employment and Training Administration grants. • Additional details furnished upon request”