



# RAINIER SCHOLARS

## Job Announcement

### ASSOCIATE DIRECTOR OF CAREER DEVELOPMENT

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**MISSION:** Rainier Scholars cultivates the academic potential and leadership skills of hard-working, low-income students of color. By creating access to transformative educational opportunities and providing comprehensive support to scholars and families, we increase college graduation rates and empower new generations of leaders.

**ORGANIZATION:** Rainier Scholars is a comprehensive academic enrichment program that supports determined students of color over a 12-year journey – from 5th grade to college graduation. We seek to serve those who are most under-represented on college campuses and have the greatest number of barriers to achieving a college education: 85% qualify as low-income, 90% would be the first in their family to earn a college degree. Our program offers rigorous academics, leadership development and personalized support for scholars, providing access to educational pathways and myriad opportunities previously unimagined. By embracing our core values of Excellence, Perseverance, Integrity and Courage, our scholars propel themselves beyond what they and others ever deemed possible.

With a budget size of \$4.5 million, a staff team of 35 FTE and over 800 scholars and families whom we currently serve, Rainier Scholars has established a positive brand for our unwavering commitment to education, proven success rate, and sustainable impact. We grow new generations of diverse college graduates, career professionals and community leaders.

**SUMMARY:** The Director of Career Development is a newly revamped and critical position for the organization. As a part of the 2015-2020 Strategic Plan, Rainier Scholars committed to a Career Pathways Initiative. It is essential that our graduates emerge from college with a clear professional direction and viable options for both employment and the deployment of their leadership skills and abilities in both work and community settings. Our goal is for all scholars to have options for salary level positions in the fields of their choice and clear opportunities for ongoing upward mobility and advancement within their chosen professional pathway. The Director will oversee career development for students across the age range of our student population, rising 5<sup>th</sup> graders through college students. The Director of Career Development reports to the Director of Leadership & Career Development and supervises two Career Development Managers. The tasks listed below are intended as a general framework of the responsibilities of this position. Flexibility and continued quality improvement are necessary in our organization; thus, Rainier Scholars requires that individuals not perceive any job description as fixed.

#### RESPONSIBILITIES:

##### Programming

- Collaborate with two Career Development Managers (college and middle school/high school) and Career Pathways Initiative Lead to design age-appropriate programming for students from 6<sup>th</sup> grade through college, including (but not limited to): skill and career assessments; exposure to career opportunities and inspirational leaders of color; informational interview/networking/mentoring opportunities, including the Career Conversations program for college students; job shadowing; project-based skill development; internship and resume workshops; and Career Expo.
- Oversee Career Development Managers' implementation of key program components and support services for students.
- Source and cultivate external partners who provide school-year and summer camps, programs and competitions across age groups, such as robotics competitions and design thinking workshops.

### **Internships**

- Oversee direction of high school and college internship programs, which offer summer opportunities in a variety of professional settings for high school and college students. These programs will be run by the Career Programs Managers.
- Establish new partnerships and foster existing relationships with public, private and nonprofit entities to support high school and college student placement into internships in areas of career interests.
- Build relationships with college/university career administrators, corporate recruiters, and current/prospective internship providers.

### **Career Guidance**

- Ascertain information on middle and high school students' interests to collaborate with Director of Academic Counseling to help students select courses given their career interests and aptitudes.
- Provide career development and job search counseling to students, with a special emphasis on graduating seniors and RS alumni.
- Recruit potential employers and create job opportunities for graduating seniors and RS alumni.
- Disseminate information to college students regarding career fields, employment opportunities and graduate school information.
- Help college students to develop a post-graduation career plan that includes but is not limited to: resume review, mock interviews, application assistance, graduate program information and review of job offers.
- Guide current college students & RS alumni in developing their professional networks and cultivating mentor relationships.

### **Organization/Team Support**

- Collaborate with the Director of Leadership & Career Development on helping our students successfully navigate career exploration and developing experiences.
- Oversee the gathering and analysis of data and report on metrics/key performance indicators regularly, with the goal of achieving Key Performance Indicators for internship and employment for students. Provide regular analysis of student performance to share with the Leadership Team and Board of Directors.
- Assess and evaluate programs for effectiveness, using data to inform decision-making and report key outcomes.
- Work with the Database & Systems Administrator to develop and maintain a thoughtful database system for student and external partner information.
- Work closely with the Director of Corporate Engagement to manage board and corporate contacts where appropriate, as well as to work on interrelated programming, such as the Career Expo.

### **The successful candidate will be able to:**

- Understand and be committed to the necessity of helping young people explore their interests and career opportunities, starting at a young age so that they can develop the skills, projects and connections that will help them to thrive as college students in their job search.
- Think strategically, guiding the team in developing and working towards a shared vision.
- Develop programs, evaluate their efficacy, and implement quality improvement processes.
- Prioritize projects effectively, take initiative, demonstrate resourcefulness, and respond flexibly to changing work demands.
- Demonstrate strong organizational skills, time management, attention to detail, and follow-through.
- Support the culturally, ethnically, racially, linguistically, and economically diverse population we serve.
- Show exceptional judgment and integrity, including maintaining confidentiality as appropriate.
- Demonstrate a professional presence, strong interpersonal skills, and excellent written and verbal communication skills (including public speaking).

### **QUALIFICATIONS: REQUIRED:**

- Bachelor's degree in a related field; Master's degree preferred.
- 3-5 years working in education career development or an education-related field.
- Knowledge of current career development best practices.
- Experience managing and providing performance feedback for a staff team.
- Experience working with students that are underrepresented on college campuses.
- Fiscal management experience, including creating, overseeing, and managing budgets.
- Basic computer/technical skills, including proficiency with Microsoft Office and familiarity with analyzing and representing data.

**DESIRED:**

- Experience in curriculum development and program evaluation.
- Bilingual proficiency in Spanish.

**DESCRIPTION:** 40 hours/week, competitive salary dependent on experience, benefits included. While most work is performed during regular office hours, some weekend and evening work is required. Interested applicants should send cover letter, resume and list of references to:

**Rainier Scholars**  
**Attn: Hiring, Associate Director of Career Development**  
**2100 24<sup>th</sup> Ave. S., Suite 360**  
**Seattle, WA 98144**  
**Office: (206) 407-2118 / Fax: (206) 407-2112 / E-mail: [apply@rainierscholars.org](mailto:apply@rainierscholars.org)**  
**Please specify in your cover letter how you learned of this position.**  
**Rainier Scholars is an equal opportunity employer.**  
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