

**Kentucky Educational Development Corporation**

**904 West Rose Road**

**Ashland, KY 41102**

**Position:** Youth Career Connect Grant / Employer Recruiter (**part-time position**) / Knox County

**Comments:** This position is a year to year arrangement (for the next two years). Interested applicants may learn more about the Youth Career Connect Grant at [www.ycc10.webs.com](http://www.ycc10.webs.com).

**Job Location:** Lynn Camp High School in Corbin, KY and Knox Central High School in Barbourville, KY.

**Start Date:** September 1, 2016

**Qualifications:** A Kentucky Teaching certificate is required with an administrative certificate preferred at the secondary level; CTE background preferred but not required; Project Lead The Way programs experience preferred; prior experience in coordination of building level projects.

**Duties:** The Employer Recruiter for the Youth Career Connect Program will provide support to the assigned high schools and to the YCC Program Director at KEDC and will work with the Career Counselor on employer activities and services. These include: arranging employer engagements with teachers and students to set up job shadowing experiences and internships in the areas of Engineering, Biomedical, Computer Science, and Medical Health; attend all Advisory Council meetings, attend and assist with YCC Group Meetings, attend individual schools site based council meetings or professional learning committees, data collection as needed, assist in professional development opportunities as needed. The YCC Employer Recruiter will be available to help facilitate implementation of the project, development of the project goals and objectives, will cultivate (job placements, internships, and shadowing activities), assist with college credit course(s); help students establish career pathways, and review high school program of studies for all participating students. The Employer Recruiter will also keep the YCC grant informed with weekly/monthly updates through social media and school newsletters.

**Other Job Responsibilities:** With the help of our YCC Network and Partners, the YCC Employer Recruiter will incorporate activities that will develop competencies in academic areas, social skills, and behaviors demanded by the high-growth H-1B industries. **Building a strong partnership community with employers and is a must with this position.** Other responsibilities include:

- ✓ Help Identify work-based learning experiences
- ✓ Meet with students interested in job shadowing experience
- ✓ Placement into an Internship with employers
- ✓ Resume preparation / Work Readiness Skills
- ✓ Identify a good fit based on academic progress / Assistance with obtaining employment
- ✓ Provide guidance for Career Fairs and Parent Sessions
- ✓ Communicate with the local KY Career Center and Chamber of Commerce

**Contact:** Please email a [KEDC job application](#) and resume to [clabe.slane@kedc.org](mailto:clabe.slane@kedc.org)

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