



Embrace. Educate. Empower.

## **Baltimore Leadership School for Young Women Career Readiness Associate Position Description**

### **ABOUT US**

Baltimore Leadership School for Young Women is a college preparatory school emphasizing leadership, academic excellence, and enrichment in a single-sex environment. BLSYW's program demonstrates a solid commitment to math, science, and technology, fields where women are underrepresented, and Maryland needs to cultivate a solid knowledge base and workforce, and the arts and humanities that teach students to appreciate and engage the world critically, so that they will lead.

### **OUR IMPACT**

At BLSYW, our impact in Baltimore City is profound. We stand as leaders with exceptionally high school graduation rates. Since our inception in 2016, we've achieved a remarkable 100% college acceptance rate. Our students enroll in college at rates surpassing any other public school in Baltimore City. Moreover, we've consistently demonstrated leading college graduation rates for underserved students, showcasing our commitment to equitable education and empowering our students to achieve their fullest potential.

### **OUR VALUES**

At BLSYW, our values guide our approach to work, and we seek individuals who resonate with our enthusiasm. We merge an entrepreneurial mindset with our public charter nature to foster a vibrant environment where each person's efforts are appreciated and supported.

1. **Effective Communication:** We communicate clearly and efficiently with all stakeholders.
2. **Customer Service Oriented:** We provide excellent service and support to students and families.
3. **Resourcefulness:** We are creative and adaptable in finding solutions to challenges.
4. **Growth Mindset:** We embrace a positive attitude towards learning and development.
5. **Knowledgeable:** We possess the expertise and stay informed in relevant areas to fulfill responsibilities effectively.

**We seek a talented, committed, culturally competent Career Readiness Associate to join the 2025-26 BLSYW team!** This is a full-time, 12-month position.

**Targeted Salary:** \$54,000 - \$59,000 / year

- \$59,000 for five or more years
- \$56,000 for four years
- \$54,000 for two to three years

**Direct Reports:** None

**Format:** In-Person

**Reports to:** Director of College and Career Success

**Work Schedule:** Monday-Friday, 8 am - 4 pm

### **POSITION OVERVIEW**

The Career Readiness Associate (CRA) plays a vital role in preparing students in grades 6–12 and supporting alumnae as they navigate their career exploration and development journey. This position,

housed within the College and Career Success Office, collaborates closely with school staff, families, community organizations, and industry partners to create a cohesive and developmentally appropriate career readiness experience. The CRA empowers students by equipping them with the knowledge, skills, and exposure necessary to thrive in high school, postsecondary education, and the workforce. Additionally, the CRA provides targeted support for recent graduates as they transition into college, career training programs, or the workforce, ensuring they remain connected to resources and guidance beyond high school.

## **PRIMARY RESPONSIBILITIES**

### **Student Support & Career Coaching**

- Provide one-on-one and group career coaching to middle and high school students, with targeted support for first-generation youth.
- Deliver developmentally appropriate career readiness workshops, including resume building, interview preparation, and professional communication skills to 6-12 and alumnae.
- Serve as a bridge between students and internal/external resources, ensuring access to internships, job shadowing, and enrichment programs.
- Facilitate weekly job readiness activities, workshops, or lunch-and-learns for students, families, and partner staff to provide an overview of available services, facilitate workshops, teach job readiness skills, and other group presentations.
- Plan one career networking event annually to connect students with industry professionals and alumnae.
- Provide personalized guidance and support to help students set clear career goals and develop post-secondary action plans.
- Manage student summer career exploration programs.

### **Program Coordination**

- Manage and support a career exploration program for middle and high school students, with a particular focus on transition years (8th to 9th, 11th to 12th grades, and 12th to college/career).
- Plan and implement a Middle School Career Day to introduce students to a variety of career paths and industries.
- Coordinate a Junior Mock Interview Day, including the facilitation of resume writing and editing workshops to prepare students for real-world interview experiences.
- Develop and execute a Sophomore Career Readiness Event that focuses on building essential “power skills” (e.g., communication, teamwork, professionalism) and introduces students to workplace etiquette.
- Partner with teachers and administrators to embed career counseling into the curriculum across grade levels.
- Coordinate career exploration trips and organize guest speaker engagements tailored to each grade.
- Collaborate with external agencies, nonprofit organizations, and community partners to deliver programming that supports student development.
- Compile and present brief program effectiveness reports each semester to inform continuous improvement.
- Attend professional conferences and training sessions to stay current with best practices in college and career readiness.

## **REQUIRED QUALIFICATIONS**

- Two or more years working with youth in education and development, workforce, case management, human services, or social services.
- Experience working in the K-12 school system.

## **STRONGLY PREFERRED QUALIFICATIONS**

- Commitment to working in a single-sex urban environment.
- Strong interpersonal, relationship-building skills and the ability to establish and maintain relationships across stakeholder groups.
- Excellent verbal and written communication skills.
- Exceptional prioritization and organizational skills with the ability to effectively manage tasks and projects simultaneously.
- Ability to adapt quickly to changes in a fluid work environment.

## **TECHNICAL SKILLS REQUIRED**

- High level of proficiency in Microsoft Office and Google Suite, including Excel, Access, and Google Sheets
- Basic data management skills. Experience with FAFSA or similar databases is required.
- Experience generating and compiling reports

## **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, smartphones, office phones, photocopiers, filing cabinets, and fax machines. The noise level in the work environment is usually moderate.

The physical demands described represent those that must be met by an employee to perform the essential functions of this job successfully.

- While performing the duties of this job, the employee is regularly required to talk and hear.
- The employee frequently is required to sit for long periods, stand, walk, use hands to finger, handle, or feel, and reach with hands and arms, and requires the ability to lift office products and supplies to 25 pounds occasionally.
- This position requires the ability to travel and/or operate a vehicle as needed to travel.

## **EMPLOYMENT CONDITIONS**

Continued employment is subject to successfully completing a background check and fingerprinting process.

## **BENEFITS**

As a dedicated member of the BLSYW Foundation team, you'll enjoy comprehensive benefits designed to support your well-being and professional growth. You'll have access to up to 20 PTO (paid time off) days, Winter and Spring Breaks, federal holidays, and other school closure days in your first year of employment. You'll also receive access to health, vision, and dental insurance at the first of the month, and a vested 401(k) employer match of up to 3%. Professional development grants are available for conference attendance and participation, and life insurance at 1x your salary, with the option to purchase additional coverage.

## **HOW TO APPLY:**

We'd love to get to know you. Information is accepted in an email to [recruitment@blsyw.org](mailto:recruitment@blsyw.org) in a PDF format with the Career Readiness Associate in the subject line. Qualified candidates may submit a cover

letter, resumé, and contact information for three professional references (name, title, address, phone number, and email address).

*The Baltimore Leadership School for Young Women (BLSYW) is an equal-opportunity employer fully committed to achieving a diverse workforce. BLSYW does not discriminate based on race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression, and strongly encourages all to apply.*