



Job Title: Internship & Employment Placement Specialist

Department: Teach One Academy & Learning Center

Reports To: Assistant Program Director

Hours: Part-time, evening and weekend hours as needed

Position Objective:

Teach One Academy & Learning Center is a 501(c)(3) nonprofit community based, co-educational, college-preparatory day school, that prepares talented, well-qualified, and motivated college-bound students, Third through Grade 12, to pursue and realize their academic, personal, and social potential. We provide a comprehensive, caring, and creative curriculum and extracurricular program that fosters an experience of excellence for each student. Inspired students, a superior faculty, and engaged families thrive in our diverse, safe, and supportive community. We afford students the opportunity to discover their passion in life and to learn to embrace confidently and responsibly the moral and ethical challenges of being lifelong learners, teachers of others, and citizens of an increasingly complex global community.

The Internship & Employment Placement Specialist will develop relationships with prospective employers in the various business sectors with the purpose of creating job and internship opportunities for participating students. Additionally, he/she will work with the College & Career Specialist to provide workshops on career exploration and job readiness using a specified curriculum.

Essential Functions:

- Responsible for placing participants in full/part-time employment, internship, or vocational training programs;
- Oversee internship placement of 100 high school interns;
- Ensure 100% of the number of subsidized internships are met annually;
- Determine student qualifications for placement, conduct placement activities, and follow up in compliance with contractual obligations;
- Interview applicants to determine interests and qualifications;
- Review completed applications from applicants;
- Visit employers to initiate and promote the placement of students, graduates, and early leavers;
- Arrange on-campus job interviews and referring applicants to off-campus interviews;
- Assist students to develop and assemble information for job applications and resumes;
- Review completed applications and resumes from students, as well as advising them on job interviewing techniques;
- Visit employers to initiate and promote the placement of students, graduates, and other applicants;
- Provide placement or referral services for youths leaving school without a diploma;
- Hold pre-employment clinics for both in-and out-of-school youth;
- Assist in community surveys to gather labor market data;
- Work in conjunction with the Assistant Program Director in developing and assessing a database of worksites;
- Designs classroom presentation to student needs in such areas as job search; resume, cover and thank you letter preparation, interview skills, dressing for success, professional attitudes, self-empowerment, etc.;

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- Assist participants in career planning and goal setting;
- Administers Interest Inventory Assessments and assist students in making career decisions;
- Research, collects, and maintains employment and educational resource material;
- Invite speaker of various business sectors to meet with students on specific career tracks;
- Hold and attend Job Fairs;
- Tracks students' internship schedule and work experience;
- Maintains statistical, narrative, and record keeping accountability as required;
- Participates in staff training programs;
- Attend department and agency meetings as required;
- Other related tasks that may be assigned.

Position Requirements:

- Bachelor Degree in Education (Guidance), Public Administration or Social Work.
- CPR and First Aid Certified
- 3 years experience working with adolescents/young adults in vocation/ educational/employment fields
- Excellent verbal and written communications skills
- Excellent computer skill in Microsoft Word and Excel
- Must have a commitment to work from a strength based youth development perspective
- Ability to develop resources through networking and to assist in creating job and educational opportunities.
- Bilingual (Spanish) preferred, but not required

Apply:

Please submit your resume, cover letter, and salary requirements to careers@teachoneacademy.org. Include Internship & Employment Placement Specialist in the subject line. An email will be forwarded to your attention confirming the receipt of your resume.

Physical Requirements:

Must have the ability to complete all standard administrative and support tasks including but not limited to care with consumers, climbing up and down stairs, operation of computers/phones/fax/printer/copy machine, and the ability to lift boxes, furniture, and equipment up to 30 lbs.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of Teach One Academy that the Agency wholly complies with the equal treatment of all employees and applicants for employment without unlawful discrimination as to race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status or veteran status in all employment decisions, including but not limited to recruitment, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, layoff and termination and all other terms and conditions of employment.

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