**Job Title**
College and Career Readiness Manager

**Employer/ Agency**
Harris County Department of Education

**Job Description**
Manage the Center for Afterschool, Summer and Enrichment for Kids division’s College and Career Readiness efforts. Assist Division Director in strategic planning and sustainability as it related to assigned projects. Facilitate the launch of an on-line digital badging system that captures youth out-of-school time activities. Coordinate outreach activities and create community partnerships to support project activities. Provide leadership to the CASE team on all College and Career Readiness activities and assign, guide, and supervise the work of designated staff. Provide supervision and evaluation of projects.

Major Responsibilities and Duties:
- Manage and coordinate college and career readiness projects of the division.
- Execute the launch of an on-line digital youth badging initiative.
- Coordinate advisory groups to help inform the design of the initiative; including but not limited representatives from: youth serving organizations, school districts, local business and industry sponsors, and college and university collaborators.
- Facilitate an implementation plan that phases in initiative components over multiple years.
- Manage a public bid process to secure an appropriate online platform provider.
- Liaison with the Resource Development Division to secure funding through grant proposals, membership fees and sponsorships.
- Conduct community outreach to districts, local businesses and industry partners.
- Cultivate relationships with local stakeholders to ensure integration with local workforce initiatives and school district career and technology efforts.
- Supervise and evaluate performance of assigned staff.
- Conduct research and integrate best practices into division’s service portfolio.
- Monitor budgets, maintain data and compile reports to ensure compliance with funders.
- Serve as a liaison for local business chambers and workforce related workgroups and HCDE/CASE for Kids.
- Perform other duties as assigned.

**Qualifications**
Bachelor’s degree from an accredited university in related field
Master’s degree in Educational Administration, Social Work, Business Administration or related area of study preferred

**Special Knowledge/Skills:**
- Knowledge, expertise and leadership in career/vocational technical education
- Experience in developing, implementing, and coordinating collaborative projects
- Strong supervisory, communication, interpersonal, and teambuilding skills
- Ability to develop and execute program plans
- Familiarity with youth career planning and college admissions preparations
- Ability to present content in public forums
- Proficient in the use of computers and a variety of software and data management systems

**Experience:**
- Minimum 3 years experience in college and career programming
- Minimum 5 years experience in nonprofit, business, or educational management or administration

**Salary/Hours**
$65,938 - $80,904 / Per Year
Full-Time

**Employer/Agency**
Harris County Department of Education

**Address**
6300 Irvington Blvd.

**City, State, Zip**
Houston, TX 77022

**Telephone Number**
(713) 694-6300

**Fax Number**
(713) 696-0739

**Application Method**

**Opening Date**
Immediate

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.