



Career Navigator

I Know I Can (IKIC) is a non-profit college access organization established in 1988 whose mission is to inspire, enable and support Central Ohio students as they pursue and complete a college education.

IKIC achieves its mission by providing the materials, financial support, mentoring, and counseling services needed to help students overcome barriers and achieve their college dreams.

Essential Duties and Responsibilities:

All activities performed in this position occur in close collaboration with the IKIC College Advising Manager, school counselor, high school principal, teachers and building staff.

- Works to create a college-going culture and provide meaningful career exposure and experiences in high schools through the delivery of a career fluency curriculum for 9th and 10th grade students.
- Provides classroom-based lessons that help students understand their aptitudes and interests and how those align with in-demand career fields. Provides students with exposure to soft skill development and financial literacy. Helps students develop a Student Success Plan (SSP) with trackable milestones based on goals set for their futures.
- Provides career exposure and hands-on experiences through learning and administering virtual reality career simulation software in classrooms and other small group settings. Additionally, works with industry partners to coordinate career site visits and events for students.
- Manages data on college and career planning activities to ensure students are completing necessary milestones.
- Provides timely updates and data reports on status of achieving individual and organizational goals.
- Attends IKIC staff meetings.
- Supports the district's goals to implement and achieve the State of Ohio's College and Career Readiness mandates, supports school counselor in student success planning

Qualifications:

- Bachelor's degree required with experience in education, counseling, workforce development, career services, college access or related fields
- Ability to effectively communicate and carry-out I Know I Can's mission
- Excellent oral and interpersonal communication and public speaking skills
- Ability to be a self-starter and work independently in a fast-paced environment
- Ability to use data to inform decision-making
- Strong commitment and passion for promoting access to postsecondary education and training for all
- Ability to work on teams and in groups
- Strong knowledge of Microsoft Office Suite required

Interested candidates should send cover letter and resume to:

Kim Scott, Chief Administrative Officer
employment@iknowican.org

