

CareerWise Colorado Interview Prep Contractor Job Description

Who are we?

CareerWise Colorado is a nationally recognized initiative that is shaping Colorado's workforce through innovative, business-led youth apprenticeships. Through our work, we help Colorado businesses fill high-demand positions through apprenticeships that create real value and positive return on investment. At the same time, our apprenticeship model paves the way to good, well-paying careers for students, along with increased access to post-secondary education. This innovative approach has captured the attention of business, government and education leaders across the state and country.

The role

Reporting to CareerWise Education Team, the Interview Prep Contractor will ensure students are individually prepared for apprenticeship interviews and are applying to pathways they are interested in and can commit to for three years.

Compensation: This is a term limited, 8 week contracted role from January 2019 - March 2019, compensation will commensurate with the number of students prepared and post-meeting data submitted.

What you'll do:

Prepare students for interviews by

- Scheduling individual, 60 minute, interview prep sessions with students at their schools through phone calls, online sign ups and in collaboration with school district and CareerWise partners.
- Using CareerWise's interview prep materials to focus on preparing students for future interviews.
- Conferencing with students individually to determine their future career interests, passions and skills.
- Guiding students to choose career pathways that they are interested in and can commit to for a three-year apprenticeship.
- Reviewing a student's resume, provide resume coaching, suggestions and input to ensure the student's resume is ready to be submitted on job applications and/or is tailored to the specific job or pathways they are interested in pursuing.
- Practicing and role playing common interview questions and scenarios with students, coaching them on their responses, giving them feedback and re-practicing.
- Reviewing common communication and interview protocols with students and ensuring that they are prepared to professionally attend their interviews.
- Tracking information from each interview prep session using CareerWise's post survey within 48 hours of a completed session.

Who are you?

An experienced coach or educator with professional experience reviewing student resumes and preparing students for professional job interviews. You have experience working with high school aged students and are highly motivated, mission driven, and want to support their future apprenticeship options. You enjoy role playing as a strategy for practicing and improving, giving constructive feedback and coaching students to be their best, professional selves.

Required skills and competencies:

- A passion, or interest due to exposure through work experience, solving talent pipeline issues for employers in Colorado.
- Experience and interest in working in a fast-paced, rapidly changing environment where you may propose an idea on Monday and execute it on Thursday (we mean it)
- Experience in an entrepreneurial role/organization, where you will need to quickly identify issues and work with the team to resolve and implement new solutions.
- Project management in a business environment – you can prioritize activities and work in an independent, self-directed manner against tight deadlines while collaborating with internal CareerWise teams
- You have proficiency with or an ability to quickly learn and master Microsoft Office Suite, Salesforce, Burning Glass, and Zoom Video Conferencing
- Most importantly, you thrive in a high energy, dynamic team like ours. And we mean TEAM. We collaborate, engage in healthy debate, jump in where ever our skills are needed.

Sound interesting?

Send resume, cover letter, and LinkedIn profile to careers@careerwisecolorado.org.