



## Tri-County Council for Southern Maryland Position Description

**Job Title:** Blueprint Program Specialist

**Reports To:** Blueprint Program Manager

**Grade and Salary Range:** Grade 15, Step 3 – 5: \$57,275 - \$61,603

**FLSA Classification:** Non-Exempt

**Prepared Date / Updated Date:** June 2023; Updated: 6/24; Updated 1/25

### Job Summary:

The Workforce Development Division of the Tri-County Council for Southern Maryland (TCCSMD) provides high quality workforce development services to strengthen the regional economy and is the bridge between understanding the talent development needs of local and regional businesses and preparing individuals to meet their full career potential. This position assists in the implementation of strategic plans as directed by the Blueprint for Maryland's Future.

This position is in direct support of Pillar 3 of the Blueprint for Maryland's Future. Pillar 3 states that local schools, "Develop an aligned instructional system with resources and supports necessary to keep students on track to be CCR (College and Career Ready)". The Local Workforce Board is tasked with providing local labor market information on emerging and in-demand industries along with in-person connections to industry employers. The job requires working closely with the middle and high school career counselors to be the liaison between the student needs of the schools, local businesses, and community stakeholders.

We are seeking highly motivated and dedicated individuals to join our team as a business-facing connector for middle and high school career advisors. Responsibilities include cultivating and developing relationships with in-demand industries and businesses to provide professional advice, exposure, and connections to 6<sup>th</sup> through 12<sup>th</sup> grade students. The primary goal is to respond to the needs and requests of the middle and high school career counselors to create appropriate opportunities for in-demand career exploration through guest speaking engagements, field trips, career fairs, internships and apprenticeships. The ideal candidate will display excellent communication skills, courtesy, diplomacy, tenacity as well as planning and organizational skills. Must be able to respond to the requests of the career advisors and student interests as needs arise. This is a grant funded position that may end on 6/30/26.

This position is not an employee of the school district and is under the authority and supervision of the Tri-County Council for Southern Maryland.

### Essential Duties and Responsibilities:

Cultivate a mutual relationship with middle and high school career advisors and the Career Advisor Coordinator.

- Meet regularly with Career Advisor Coordinator, middle school advisors, and high school advisors.
- Respond in a timely manner through email and phone calls.
- Attend school meetings that pertain to The Blueprint for Maryland's Future.
- Provide information on regionally emerging industries and local labor market needs.
- Support use of the RIASEC career interest themes and use of dialogic questioning of students to determine personal career interests and values.

Build and Maintain Business Relationships:

- Identify and engage local businesses that align with the career interests of middle and high school students.
- Establish and maintain ongoing relationships with key stakeholders, including business owners, managers, and HR personnel.
- Act as the primary point of contact for businesses interested in collaborating with our school systems.
- Maintain accurate and accessible records to facilitate reporting of performance data and outcomes, as required; provide documentation and data in a timely fashion, as requested.
  - Coordinate and communicate with TCCSMD divisions relevant to career exploration activities, especially the Business Engagement Team.

Promote Career Exploration Opportunities:

- Communicate career exploration opportunities and initiatives to local businesses, emphasizing the impact and benefits of participation.
- Coordinate and facilitate stakeholder meetings, local industry site visits, and career presentations to promote engagement and participation in career exploration exposure activities.
- Work as a liaison between school career counselors and regional businesses to facilitate meetings, site visits, presentations and other engagement opportunities for career exploration.

Facilitate Career Activities:

- Line up site visits to local industries and businesses.
- Arrange for guest speakers from various industries to participate in career days, fairs, and classroom presentations.
- Provide businesses with information on ways to create internships, apprenticeships, job-shadowing opportunities, and other in-person experiences for students.

Track and Evaluate Success:

- Maintain accurate records of business interactions, engagements, and outcomes to be provided to the TCCSMD Blueprint Manager.
- Analyze the effectiveness of career exploration activities and make recommendations for improvement.
- Provide regular reports and updates to management on progress, achievements, and challenges.
- Other duties as assigned.

**Supervisory Responsibilities:**

None

**Knowledge, Skills, and Abilities:**

- Exceptional interpersonal and communication skills with the ability to establish rapport and build relationships with diverse stakeholders.
- Self-motivated, tenacious, and results-oriented, with a proven track record of meeting or exceeding targets.
- Strong organizational skills, with the ability to manage multiple projects and priorities simultaneously.
- Knowledge of Southern Maryland community, employment and labor market trends.
- Strong time management skills necessary.
- Ability to work in a rapidly changing environment.
- Ability to demonstrate the Southern Maryland JobSource core values in the performance of position duties. Our values include accountability, respect, integrity, responsiveness, and knowledge.

**Qualifications / Required Education and Experience:**

- Bachelor's degree in a related field (e.g., education, business, communications) or equivalent experience.
- Proven experience in sales, business development, or relationship management.
- Exceptional interpersonal and communication skills with the ability to establish rapport and build relationships with diverse stakeholders.
- Self-motivated, tenacious, and results-oriented, with a proven track record of meeting or exceeding targets.
- Strong organizational skills, with the ability to manage multiple projects and priorities simultaneously.
- Familiarity with educational institutions and understanding of the needs and challenges of students at various grade levels.
- Maintain accurate and accessible records to facilitate reporting of performance data and outcomes, as required; provide documentation and data in a timely manner, as requested.
- Computer proficiency with Microsoft Office applications and the Internet.
- Knowledge of Southern Maryland community, employment needs, and labor markets.
- Available to travel and work weekends/evenings as needed.
- Strong time management skills are essential.
- Ability to work in a rapidly changing environment.
- Ability to demonstrate the Southern Maryland JobSource core values in the performance of position duties. Our core values include accountability, respect, integrity, responsiveness, and knowledge.
- Perform other duties as assigned by the Blueprint Program Manager.

**Work Environment:**

Work is performed primarily in an office setting. Work may require frequent travel to off-site locations for meetings and events.

**Physical Demands:**

The position requires the ability to operate standard office equipment and keyboards. Must have the ability to lift and carry up to 50 pounds and to walk short distances. Position may require use of a motor vehicle.

**Conditions of employment:**

- Must have a valid driver's license and daily access to a vehicle.
- Must successfully complete a pre-employment background check,
- Ability to work evenings and weekends as required.

This position is open until filled.

The salary range for this position is \$57,275 - \$61,603. Starting salary based on education and experience. Tri-County Council for Southern Maryland offers a collegial work environment, exciting opportunities for professional growth, and generous benefits, including 10 days of Annual Leave per year; 15 days of Sick Leave per year; 6 Personal Leave days per year; health, vision, prescription, and dental benefits; Term Life Insurance and AD & D; Short-Term/Long-Term Disability; Access Perks, an employee discount program; and a 401(k) plan with a 6% employer match, eligible after 6 months of employment.

Apply Online at: <https://tccsmd.org/work-with-us/>

**Affirmative Action / EEO Statement**

The Tri-County Council for Southern Maryland is an equal opportunity employer. We do not discriminate in employment opportunities or practices on the basis of race, color, religion, creed, sex, national origin, ancestry, age, marital status, physical or mental disability, sexual orientation, gender identity or expression, veteran status or any other characteristic protected by federal, state or local law.