



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 5 - 7: \$63,154 – 65,707

FLSA Classification: Non-Exempt

Prepared Date / Updated Date: June 2023; 6/24; 1/25; 3/26; 7/26

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.

Serve 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 6th through 12th 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 contingent upon continued Blueprint for Maryland's Future funding.

Ideal Candidate: A natural connector who enjoys building relationships with employers, educators, students, and community partners. The ideal candidate is comfortable initiating conversations with businesses, developing partnerships from the ground up, speaking with students, coordinating multiple projects, and turning student career interests into meaningful real-world experiences.

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. The position follows the established work schedule for the Tri-County Council for Southern Maryland. With supervisory approval, work hours may be adjusted to accommodate evening or off-site networking events, employer engagement activities, and other Blueprint Program responsibilities.

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.
- Provide direct career exploration support to students, individually and in groups, with priority given to students identified by the school system as needing additional career exploration support or who are undecided regarding postsecondary and career pathways.

Build and Maintain Employer and Community Partnerships:

- Identify and engage local employers, workforce organizations, apprenticeship sponsors, economic development organizations, chambers of commerce, and community partners that align with the career interests of middle and high school students.
- Establish and maintain ongoing relationships with key stakeholders, including business owners, managers, HR personnel, workforce partners, apprenticeship sponsors, economic development organizations, chambers of commerce, and community organizations.
- Act as a primary point of contact for employers and community partners interested in collaborating with regional school systems on career exploration and career-connected learning opportunities.
- 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.
- Develop, facilitate, and support career-connected learning and work-based learning opportunities, including career conversations, workplace tours, job shadowing, internships, apprenticeships, employment opportunities, employer-led demonstrations, and other in-person experiences for students.

Track and Evaluate Success:

- Maintain accurate records of students served, employer and partner interactions, career exploration activities, work-based learning opportunities, referrals/connections, engagements, and outcomes to support Blueprint and other required program reporting.
- 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:

- Knowledge of Southern Maryland community, employment and labor market trends.
- 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.
- 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 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.

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.