



***Position Summary: College, Career and Life Readiness Counselor***

The Buffalo Center for Arts and Technology College, Career and Life Readiness Counselor provides support to BCAT High School students: creating strong pathways to postsecondary education and careers; developing and maintaining positive personal agency in our youth; and supporting students' social and emotional needs. This full-time position reports to the Youth Arts Program Manager, requires flexibility with the work schedule, but normally requires being on-site between 10:30am-6:30pm Monday through Friday.

**Job Responsibilities:**

**College and Career Readiness Support:**

- Monitor students course selection, grades and attendance at their high schools
- Assist/lead students in researching potential post-high school secondary education opportunities; accessing opportunities for financial assistance
- Develop and maintain Next Step Career Readiness Program by working one-on-one with students to develop plans and set and achieve realistic academic and career goals
- Work with students to develop career skills, such as organization, time management, and effective study habits
- Collect data necessary for accurate evaluation of BCAT Career Readiness program

**Social-Emotional Support and Guidance:**

- Assess the social and emotional needs of youth (e.g., preventing crises and assessing for suicidality) to offer referrals to local mental health services as well as following up with youth
- Coordinate social work and similar services/events for our students between BCAT and other agencies/organizations providing social and educational services in the local community (this includes connecting youth to community and social services resources outside of BCAT)

- Available for crisis intervention, direct counseling, and mediation for staff and students, ensuring personalized, prompt and respectful attention
- Serve as an advocate for students and mediator between parents, youth, and school

#### Organizational Duties:

- Research, obtain and allocate new resources for Youth Career Readiness Program
- Participate in program development, evaluation and enhancement
- Participate in shared organizational responsibilities as needed, including field trips, gallery events, community events, etc.
- Other duties as assigned

#### Education and Experience Requirements

- Bachelor's degree in education, social and human services, or youth counseling. LMSW preferred; with minimum of two year's experience working with high school students preferred
- Familiarity with college search, selection, and application process
- Proficiency in Microsoft excel, word and powerpoint
- Ability to form strong relationships with stakeholders (students, families, scholars, staff, admissions officer, etc.)
- Excellent organizational verbal and written communication skills
- Flexible, ability to work under pressure, ability to work in teams, and highly motivated to succeed
- Excellent verbal and written communications skills
- Knowledge of Buffalo Public and Public Charter School Systems
- Ability to pass a background check

#### **About Buffalo Center for Arts and Technology**

Buffalo Center for Arts and Technology is a not-for-profit whose mission is to inspire, motivate and prepare youth and adults for educational and career advancement through year-round arts and job training. BCAT is based on MacArthur Fellow Bill Strickland's Manchester Bidwell Guild and is a results-driven organization focused on ensuring students graduate from high school and adults in the training programs secure careers with family sustaining wages.

Please submit a resume, cover letter and the names of three references to Gina Burkhardt at [gburkhardt@bufcat.org](mailto:gburkhardt@bufcat.org). Applications will be accepted through April 15, 2018.