



**PREP-KC Industry Area Liaison  
Job Description**

<p><b>Overview:</b></p>	<p><b>Helping to create and raise awareness of college and career pathways for first generation college goers.</b></p> <p>The Industry Area Liaisons will serve as an intermediary between the teachers/ administrators of the Kansas City, Kansas Public Schools and the Kansas City Missouri School District and businesses/industry professionals. They will be responsible for building trusting relationships &amp; creating a range of relevant work-based-learning and post-secondary exploration opportunities (i.e. student job-shadowing, internships, teacher externships, campus visits, etc.) to support learning in the classroom.</p> <p>The Liaisons will be in regular contact with educators &amp; business representatives to cultivate relationships and create exciting learning experiences for students &amp; teachers. To learn more about PREP-KC’s work as an intermediary to improve urban public education in Kansas City, visit <a href="http://www.prepkc.org">www.prepkc.org</a>.</p>
<p><b>Title:</b></p>	<p>Industry Area Liaison</p>
<p><b>Job Goal:</b></p>	<p>The primary goal of this position is to build strong relationships with teachers/ administrators as well as industry and post-secondary organizations, and, in the context of those relationships, work with the Central Office &amp; schools in the KCMSD and KCKPS <b>to create relevant work-based-learning opportunities for the students in each of the career-themed, high school Small Learning Communities (SLC).</b></p> <p>The opportunities should include industry-based experiences as well as theme-related post-secondary experiences (i.e. student job-shadowing, internships, teacher externships, etc.).</p>
<p><b>Qualifications:</b></p>	<ul style="list-style-type: none"> <li>• Bachelors Degree</li> <li>• Experience working with teachers or educational programs</li> <li>• Passion for working with teachers and students in urban school districts</li> <li>• Ability to build strong networks and trusting relationships</li> <li>• Willingness to be flexible and adapt to changing circumstances</li> <li>• Knowledge of career pathways or willingness to learn</li> <li>• Ability to collaborate with others and do so with a positive and productive attitude</li> <li>• Ability to self-motivate and advance the work independently</li> <li>• Ability to multi-task and manage/prioritize many ongoing activities at once</li> <li>• Network of relationships in key industry areas (Business &amp; Finance, Health Sciences, Engineering, Biotechnology) a plus</li> </ul>

<b>Responsible to:</b>	PREP-KC President & CEO
<b>Performance Responsibilities:</b>	<ul style="list-style-type: none"><li>• Build trusting relationships &amp; partnerships with high school teachers, administrators, industry professionals, and post-secondary institutions</li><li>• Schedule &amp; facilitate a strategic selection of work-based-learning experiences related to the thematic SLC's</li><li>• Meet with teachers in SLC's on a regular basis to become part of the SLC team and assist them in thinking through themed opportunities &amp; current challenges</li><li>• Engage with the leadership team in the school to understand their goals for the school and how work based learning experiences could help support their goals</li><li>• Play an advocacy role for both the business and the schools</li><li>• Collect data around the number &amp; type of experiences (ex: job shadows, workplace tours, internships, college campus visits, etc.) created</li><li>• Actively research new industry opportunities and think creatively regarding advancement of work-based-learning experiences.</li><li>• Participate as a PREP-KC team member as needed on organizational events and monthly staff meetings.</li></ul>
<b>Terms of Employment:</b>	Contract; 12 months (annually renewable)
<b>Salary:</b>	DOE