

Career Pathways Ambassador - Job Description

Summary

Career Pathways Ambassadors will work to increase awareness of, and engagement with, the MCPS Career Pathways Program. Under the direction of the Career Pathways Program Manager and Specialist, Career Pathways Ambassadors will provide career development support to SEIU unit members who are permanent MCPS employees. Career Pathways Ambassadors will share information with their group members, about professional development and career growth opportunities within MCPS, as well as providing one-on-one support. Career Pathways ambassadors will participate in professional development opportunities to increase their own skills and knowledge, and also facilitate training when appropriate.

Minimum Qualification Standards

Minimum 5 years' experience as a permanent MCPS employee, current SEIU unit employee, able to use technology to facilitate virtual meetings and share information. Meet competency in all areas of the most recent performance evaluation on file.

Examples of Duties and Responsibilities

Provide one-on-one support to employees who need assistance with accessing career pathways supports and opportunities, applying for positions on Careers, updating their resumes, and learning about career opportunities within MCPS; insofar as the ambassador is comfortable with these duties and has been trained by the Career Pathways Program Manager and Specialist.

Refer employees to the Career Pathways Program for a higher level of support when needed.

Present at staff meetings and other professional group meetings on Career Pathways initiatives and other professional development opportunities.

Facilitate virtual training on a variety of topics

Attend training of the trainer (ToT) to learn how to effectively facilitate virtual training.

Share feedback with the Career Pathways Team.

Log activities performed in the role of Ambassador.

Performs related work as required.

Note: *This is a pilot program and duties and responsibilities will evolve over time.*

Disclaimer: *This is a yearly stipend activity for those that qualify. Accepting an offer to participate in this program does not change or impact an employees' primary position with MCPS.*