



*The Met, founded by the non-profit Big Picture Learning, began in 1996 as a groundbreaking new school with a student-teacher ratio of 16:1, high standards and strong family engagement. Now entering our 25th year, the Met has expanded to a network of six small high schools throughout the state of Rhode Island. The Met empowers its students to take charge of their learning, become responsible citizens and life-long learners. Met milestones include internships, individual learning plans, advisories, and a breakthrough college transition program.*

**Position:** RWL Internship Recruiter/Manager (STEM and MLL)

**Reports To:** Curriculum Director

**Employment Status:** Full-time, academic year, grant-funded for a 1-3 year period

**Salary Range:** \$40,000 - \$50,000

**Start Date:** August 23, 2021

### **Position Overview:**

The RWL internship recruiter will work closely with the Curriculum Director and RWL team to identify internship and partnership opportunities specific to STEM fields and bilingual internship opportunities for MLL students. The Recruiter will communicate with and educate businesses, organizations, and individuals locally and virtually to work collaboratively with students in order to help students learn and grow in the context of real work.

The RWL Recruiter will serve as a resource for the school in building work-based learning opportunities for students in particular areas.

### **Essential Duties and Responsibilities:**

#### Identify and recruit Organizations and Individuals to mentor Met students:

- Determining the audience, method, and reach of the hiring process.
- Design and implement a recruitment strategy and action plan with RWL team
- Develop, nurture and track leads
- Designing engaging recruitment advertisements and educational materials
- Provide information sessions
- Screening applicants via follow-up emails and phone calls
- Following up on note-worthy informal and networking referrals
- Scheduling interviews and shadow days with advisors as necessary
- Observing students and advisors at sites
- Maintaining mentor records toward tracking successes and identifying future opportunities
- Develop new partnerships in key growth areas: STEM, health care, engineering, manufacturing, biotech, and multilingual mentorships in all career clusters.
- Develop collaborative efforts between the school and community, and engage the community to build greater ownership for the work of the school.

#### Communicate internally and externally

- Track and share data with RWL team and Leadership Team.
- Communicate opportunities and processes with the Leadership team and advisors.
- Collaborate to internally publish these on Metconnect and ImBlaze.
- Gather information from workplaces and mentors on essential skills and share this with curriculum director and advisors
- Collaborate with our communications department to create recruitment documents

#### Other Duties & Responsibilities

- Support the school community as determined in collaboration with the Curriculum Director

- Manage School Improvement team related to Internships
- Participate in Exhibitions and STPs
- Work with the Data Team to create reports
- Investigate related trainings, certifications and workplace readiness expectations at each site
- Collaborate well with whole school and district level staff.
- Host visits to the Met
- Participate in professional development and the Met community as necessary

#### **Required Qualifications & Skills:**

- Minimum of Bachelor's Degree
- Self-Starter: Strong initiative combined with ability to communicate with team and collaborate
- Passionate about the Met's Mission and philosophy of education
- Understands the power and opportunity of project-based learning and career and technical education.
- Ability to make cold calls to develop leads
- Good oral and written communication skills
- Willing to learn
- Comfortable with online technology (Google Suite)
- Positive, Energetic, solutions-focused
- Team-player
- Knowledge of and relationships with RI Business community
- Comfortable working with a diverse population of students and staff
- Highly organized with the ability to multitask
- Likes high school students
- Excellent organizational skills.
- Strong communication - written and speaking skills required.
- Knowledge of Certification Pathways Nationally and in Rhode Island.
- Must be accessible and present for various school events
- Must be highly creative, organized, and willing to work in a team.

#### **Preferred Qualification:**

- Bilingual in Spanish
- Experience in a job development role

*All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*

#### **To Apply:**

Please send your cover letter, resume, 2-3 references, and any necessary certifications/transcripts to:

*Email:* [careers@metmail.org](mailto:careers@metmail.org), listing the position title in the subject line

*Apply online:* <https://www.schoolspring.com> or <https://www.indeed.com>

*Mail:* The Met School, 325 Public Street, Providence, RI 02905, *ATTN: Careers @ the Met*

**Equal Opportunity Employer:** *The Met encourages applications from candidates who reflect the increasing diversity present in our community and student body, and who will enhance and promote engagement with others. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, and any other protected status as required by applicable law. Additionally, we prohibit retaliation against*

*individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation. A background check is required for this position.*