



Career Technical Education (CTE) Foundation Internship Navigator

CTE Foundation is seeking an Internship Navigator to support its Sonoma Corps program, a college and career readiness program that leads to meaningful internship experiences following high school graduation.

The Internship Navigator helps high school students explore careers and connect the passion, skills and knowledge they are developing in high school into meaningful internship opportunities after graduating. This person provides direct mentorship and guidance to participants in the 2024-2025 Sonoma Corps program that is taking place at Casa Grande High School and Ridgway High School. The Internship Navigator will meet regularly with students, building strong relationships with them, as well as with teachers and school staff.

CTE Foundation has a commitment to diversity — in backgrounds and in experiences. Education is a universal concern, and we need people from all backgrounds to help innovate our education system and ensure equitable access to quality, career-connected learning experiences. We are deliberate about the kind of team and culture that we are building, seeking team members that are strong in their own aptitudes and also share CTE Foundation values of equity, empowerment, engagement, and entrepreneurial mindset.

Key Activities:

The Internship Navigator will guide and support Sonoma Corps seniors in discovering their career paths and securing internships that match their goals. This person will provide personalized coaching on workplace skills and collaborate with school staff and employers to support student success.

Collaboration with School Site and District Staff

- Build and maintain relationships with school personnel, community partners and program participants, as well as families of students.
- Build relationships and coordinate with teachers to develop a plan for in-class student support.
- Collaborate with the school site College & Career Counselors to provide a cohesive support structure for students, including individual student direction and mentorship.
- Collaborate with the teachers, College & Career Counselors and district staff to build skill development lessons and workshops, mock interviews, resume creation, and other career-readiness activities.

Individualized Student Support

- Provide individualized internship coaching for up to 85 students.
- Conduct group sessions in-person with students to discuss individual interests, skills, educational backgrounds and career goals.
- Meet with students in-person, virtually, by phone, email, or text. Focus on identifying student needs and interests, setting goals, evaluating progress, and addressing challenges and barriers while offering personal and career development guidance.



- Study CTE Foundation's employer partners to understand what they do, who they serve and organizational culture; review and understand job descriptions in order to provide direction to students on which opportunities they may be the best fit for.
- Guide students through career assessment results and help them connect those findings to internships and career pathways.
- Conduct coaching sessions to help students navigate the internship landscape, understand industry requirements, and explore post-graduation options.
- Assist students in developing resumes, cover letters, and completing application submissions.
- Collaborate with 10,000 Degrees to ensure students connect with their school's 10,000 Degrees Fellow and apply for financial aid and scholarships.

Interview Preparation Workshops

- Facilitate two mock interview sessions for students during the academic year. Provide feedback after the first session and offer guidance to help students improve and gain confidence for the second mock interview session.

Sonoma Corps Participant Data Management

- Maintain a database of students that tracks contact information, individual students' skills, interests, goals, progress and interactions with the Mentor.

Resource Sharing

- Create and distribute resources such as internship directories, career guides, and relevant materials to support students in their growth and decision-making process.

Skills & Experience desired:

- Passionate about equity in education.
- Ability to build rapport and establish trust with diverse student populations.
- Experience working with youth and young adults.
- Some experience in early career and/or job(s) aligned to your educational or career pursuits.
- Strong oral, written and interpersonal communication skills.
- Community outreach experience with nonprofit organizations, students or educational institutions.
- Exceptional organizational and time management skills.
- Proficient in Google Workspace (Drive, Docs, Sheets, Slides, etc.) and Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Teams, etc.).
- Bilingual Spanish and/or experience in developing strategic communications/outreach within the Latinx community a plus.

Details:



- Work will be mainly conducted in-person at several locations, including the CTE Foundation offices (Santa Rosa), the Casa Grande High School campus (Petaluma) and Ridgway High School campus (Santa Rosa), with limited remote work possibility.
- Part-time up 20 hours per week, non-exempt; \$25 per hour
- This position is currently scoped to support students through June 30, 2025 with possibility of extension
- 40 hours (5 days) of paid sick and safe leave
- Paid vacation accrued based on your length of service and according to an accrual schedule
- Flexible work schedule.
- CTE Foundation is committed to a workplace culture that supports individual and team development to include employee and workplace wellbeing opportunities.

To be considered for this position, email a resume and cover letter to careers@ctesonomacounty.org.

About CTE Foundation

The Career Technical Education (CTE) Foundation's mission is to innovate the education-to-career experience to strengthen student success. To help Sonoma County high schools and colleges prepare their students for satisfying, well-compensated and successful future employment, CTE Foundation helps connect classrooms (teachers and students) with relevant industry opportunities for work-based learning. Since its inception, CTE Foundation has touched the lives of thousands of students, supported the innovation of 132 new or enhanced CTE programs countywide, introduced career exploration programs at the middle school level and developed regional training opportunities for students that provide both high school and college credit. More information available at www.ctesonomacounty.org.