



POSITION: **Employer Account Manager**

REPORTS TO: **PIC School-to-Career Director**

JOB DESCRIPTION: The Employer Account Manager coordinates the Boston Private Industry Council's relationships with companies throughout the Boston area. The person in this role works closely with PIC Career Specialists to identify and place students in paid internship positions within a variety of industries, including higher education, financial services, law, and retail. The Employer Account Manager is also responsible for educating employers about all PIC initiatives and other services.

GENERAL RESPONSIBILITIES:

1. Recruit large and small employers for high school student internship placements.
2. Expand network of relationships with companies. Provide ongoing account management for internship employers, and support other initiatives as opportunities arise with the ultimate goal of increasing employer involvement in PIC programs.
3. Assist employer partners with internal program development with the goal of growing the size and scope of existing internship programs.
4. Assist with the coordination of major School-to- Career initiatives, including annual Job Shadow Day and Mock Interview Week.
5. Lead corporate outreach for the PIC by hosting employer-related events designed to expand the network of corporate support and the cultivation of new internship placements. Attend networking and other industry events to expand the pool of potential employers.
6. Work with the PIC's marketing and communications manager to execute effective strategies to recruit employers.
7. Other duties as assigned.

DESIRED QUALIFICATIONS:

1. Bachelor's Degree.
2. Experience in community engagement, sales, marketing and/or public relations.
3. Prior experience in the job placement, career placement, or human resources fields.
4. Knowledge of the Boston business and/or education communities.
5. Ability to manage projects with minimal supervision.
6. Strong organizational skills.
7. Strong written and oral communication skills.
8. Strong interpersonal skills and the ability to work well as part of a team.
9. Ability to perform multiple tasks and work in a fast paced environment.

Please submit cover letter and resume to Tara Raposa at tara.raposa@bostonpic.org by Friday, November 6.