

POSITION AVAILABLE

Daniel Boone Community Action Agency, Inc. (DBCAA) is seeking a **Career Development Specialist** to join our team! This position will be based in Clay County and will work with high schools in Clay County to provide support and guidance for students as they explore career opportunities and plan their future.

Position Summary: The Career Development Specialist will facilitate and host workshops to help in-school youth uncover their interests, strengths, and abilities. The goal of the Career Development Specialist is for all who graduate to have a detailed career plan after graduation. The Career Development Specialist will work with the Business Solutions Consultant, employers, Chambers of Commerce, and other business-centered partners to bring real-world expertise and opportunities to high school students; this may include placing students with internships and apprenticeships to introduce them into careers where applicable. Join us in our mission to assist youth in finding their career paths and make a lasting impact on their future.

Responsibilities:

- Deliver and facilitate assessments to students for use in detailed career plans
- Facilitate soft skills training
- Advise students concerning degree requirements
- Proctor use of virtual reality equipment to help students gain knowledge on available careers
- Help guide students through creating a detailed career plan, with action steps needed to obtain goals
- Develop and maintain relationships with multiple partners, including but not limited to, parents, employers, Business Solutions Consultant, WIOA staff, and school staff
- When applicable, work with WIOA staff and the Business Solutions Consultant to help place students into internships and pre-apprenticeships
- Work with appropriate partners to plan and facilitate workshops focusing on workforce development skills
- Maintain a positive attitude
- Other duties as assigned

Qualifications:

- Bachelor's degree is preferred in Social Work, Education, Business Administration or a related field
- Applicants must complete and pass all requirements to work in the Kentucky Education System
- Valid Kentucky driver's license
- Strong organizational skills with a keen attention to detail
- Excellent communication skills required, both written and verbal
- Knowledge of social media platforms, technology, and the ability to adapt to changing platforms
- Ability to multi-task
- Clear driving record & background check
- Pre-employment and on-going drug testing required

Benefit Package:

- Health Insurance
- Dental Insurance
- Life Insurance
- Kentucky Public Pensions Authority (KPPA) retirement system
- Paid time off including holidays, personal & sick leave

Salary: Negotiable

Application Process:

Qualified applicants may submit an application by 4:30 p.m. EST, November 5, 2025 by email to info@danielboonecaa.org or drop off in person, or by mail to Attn: Human Resources Director, Daniel Boone CAA, Inc., 1535 Shamrock Road, Manchester, KY 40962.

For an application, please visit our website at https://danielboonecaa.org/wp-content/uploads/dbcaa_job_application.pdf, call the DBCAA Human Resources Director at (606) 598-5127, email info@danielboonecaa.org, or stop by one of our locations.

Daniel Boone CAA, Inc. does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, disability, age, medical condition, veteran status, genetic information, marital status, retaliation, citizenship, sexual orientation, familial status, or any other legally protected characteristic.

