

# 2024-2025 EMPLOYMENT OPPORTUNITY

## GREATER MEREDITH PROGRAM

### Director of Career Partnership Program

Greater Meredith Program & Inter-Lakes Middle High School are looking for a dynamic, community focused, and motivated individual to be the Director of our Career Partnership Program.

The Greater Meredith Program is a non-profit organization based out of Meredith NH and we are looking for a new Director for our Career Partnership Program. This is a part time position that runs from September 1st through June 20th, with an obligation of 20-25 hours per week. This position is based out of Inter-Lakes Middle/High School. Job responsibilities are as follows:

- Help students get involved with internships and job shadows
- Secure guest speakers to present to students about career and community based opportunities and volunteerism
- Help students access volunteer opportunities in our communities
- Plan, coordinate, and oversee an early Spring job fair
- Plan, coordinate, and chaperone field trips to a variety of career based opportunities for students
- Work collaboratively with the Guidance department and Principal
- Other duties as assigned

If you love working with students ages 13-18 and are able to make contacts with the business community throughout our region, this is a great opportunity for you!

**Please submit cover letter, resume, transcripts, certifications, application and three letters of reference to: [chriskelly@baysidenh.net](mailto:chriskelly@baysidenh.net) and [elizabeth.osullivan@interlakes.org](mailto:elizabeth.osullivan@interlakes.org)**

**EOE**