

SEO Career Mentor

Description

Title: SEO Career Mentor Department: SEO Career Reports to: Assistant Director of Training & Development Employment Type: Independent Contractor (1099) Rate: \$30.00 per hour LOCATION/HOURS This is a part-time, remote position. It is expected that position duties will be performed remotely. Access to our office location and event attendance is optional, with the understanding that SEO will consult government and public health advisories to help us determine the extent to which it is safe to carry out in-person and onsite activities. This position requires a commitment of at least 5-10 hours/week and weekend and evening availability. Weekend and evening availability is required to support program participants who are full-time students or pursuing internships. The ideal minimal commitment for this role is 6-12 months.

ABOUT SEO For more than 60 years, SEO has created a more equitable society by closing the educational and career opportunity gap for ambitious Black, Hispanic/Latinx, and Native American young people. All are welcome to apply to our programs.

ABOUT SEO CAREER SEO Career is the nation's premier professional development program providing undergrads with pre-internship development, training, and internship support across multiple lines of business. SEO Career currently partners with over 60 organizations offering summer internships and has a 35+ year track record of matching talent with opportunity. SEO Career accomplishes this through two stages of its program: SEO Edge and SEO Career Success. Participants receive the coaching and technical training needed to compete for paid internship opportunities with SEO partner organizations with the goal of landing a full-time job offer at the conclusion of the internship. SEO Career launched in 1980 and has over 6,400 alumni to date.

POSITION OVERVIEW SEO Career Mentors leverage experience in their industry to support pre-professionals as they prepare for the internship interview process (Phase 1: Edge) and during the course of their internship experience (Phase 2: Success). Phase 1: Edge – supporting preparation for the internship interview process Phase 2: Success – supporting a cohort of interns through preparing for and succeeding in their internship (and post-internship offer process)

SEO Hire – supporting graduating seniors (with no offers) or recent alumni (with 1-2 years work experience) through interview process

Mentors are assigned a cohort of participants within one of our program's four (4) distinct career tracks: Finance, Corporate Services, Technology (FCT) Alternative Investments & Investment Banking (AIIB) Real Estate Markets Learn more about SEO Career program tracks and partners here.

RESPONSIBILITIES Establish successful relationships with undergraduates to advise, support, and motivate them in the pursuit of their career goals For Edge, conduct practice interviews and provide feedback to those pursuing internship opportunities For Success, support a cohort of interns as they complete pre-internship coursework and activities For Success, provide coaching and mentoring advice to a cohort of interns through the internship experience and as they navigate the post-internship offer process For SEO Hire, conduct practice interview with candidates Document and provide detailed inputs regarding participant interactions regularly and promptly in SEO's systems

Participate in and provide content for SEO's training curriculum (e.g., hosting informational webinars about your career journey and relevant technical, industry, or market topics; panel discussions, identifying relevant content/speakers, etc.)

Attend regularly scheduled specialist meetings

QUALIFICATIONS Minimum of a bachelor's degree At least two (2) years of work experience in a related role

Experience in coaching and development of students, peers, or professionals is highly desirable Available to work evenings and/or weekends

COMPETENCIES/ SKILLS Demonstrated understanding and experience of their industry, employment and market outlook, and other important factors that impact selection

Hiring organization

SEO (Sponsors for Educational Opportunity)

Job Location

New York City, New York, United States

Base Salary

\$ 50000 - \$ 110000

Date posted

June 16, 2024

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and success Working knowledge of the barriers to entry and opportunity for underrepresented early career professionals in corporate America Adept at building rapport and trust with underserved/underrepresented populations in a manner that is engaging and beneficial Must be able to communicate in a professional, meaningful, and supportive manner with diverse college students and SEO colleagues Seen as a trusted and reliable source of information while being able to influence and motivate program participants to meet stated objectives COMPENSATION & BENEFITS This position is benefits ineligible in accordance with local, state, and federal regulations. The compensation listed in this posting reflects what SEO believes it will pay for this position at the time of this posting. Consistent with applicable law, compensation will be determined based on the skills, qualifications, and experience of the applicant along with the requirements of the position, and SEO reserves the right to modify this pay range at any time. SEO EEOC Policy At SEO we are committed to cultivating a team that embodies the backgrounds and experiences of the constituencies we serve and the communities we live in, and a workplace that reflects the impact we make in the world. Candidates from all communities â?¶ including people of color, women, members of the LGBTQIA+ Community, veterans, and people with disabilities are strongly encouraged to apply. Equal Employment Opportunity is not just the law, it is our commitment. Sponsors for Educational Opportunity is an Equal Opportunity/Affirmative Action Employer â?¶ M/F/D/V. We will consider all qualified applicants for employment regardless of race, color, ethnicity, religion, sex, gender, gender identity and expression, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parental status, genetic information or characteristics, or any other legally protected status. If you need accommodation while applying for a role with SEO, due to a disability, please email SEO Talent. Please mention the word **HARMONIZE** and tag RMjYwNDplZDQwOjEwMDA6MTcxMTo3YzM1OmViZmY6ZmVmNTo0OTE5 when applying to show you read the job post completely (#RMjYwNDplZDQwOjEwMDA6MTcxMTo3YzM1OmViZmY6ZmVmNTo0OTE5). This is a beta feature to avoid spam applicants. Companies can search these words to find applicants that read this and see they're human.

Contacts

Job listing via [RemoteOK.com](https://www.RemoteOK.com)