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**Reports to:** Director of Programs

**Direct Report(s):** Career Services Coordinator

**Salary Range:** \$62,000 – \$72,000

**Position Description**

Starkloff Disability Institute (SDI) seeks a dynamic and dedicated **Associate Director of Career Services** to lead our innovative career services for disabled adults and college students. This role is responsible for delivering and strengthening programs that include career advising, disability life coaching, professional development, peer support, networking, and employer partnerships.

As part of SDI's disability-led team, the Associate Director of Career Services will oversee flagship programs such as the Career Academy and contribute to the continuous improvement of our career services to ensure they are inclusive, effective, and responsive to participant needs. The role also includes managing volunteers and, as the department grows, supervising additional staff. Candidates should bring strong leadership, program management skills, and a commitment to advancing disability equity and leadership in the workplace.

**About Starkloff Disability Institute**

SDI's mission is to build inclusion where we live, learn, work, and play through disability-led programs that advance economic opportunity and transform lives. We work to help disabled people thrive by acting on both sides of the problem: (1) empowering disabled individuals to succeed in their careers, and (2) partnering with companies and community partners to create more inclusive environments and practices. Our programs and events promote disability confidence and equip disabled individuals with the tools they need to thrive in the workplace. To learn more about SDI's mission, team, and programs, visit us at [starkloff.org](http://starkloff.org).

**Core Functions**

- **Program Oversight and Development:**
  - Lead the delivery and continuous improvement of career development courses and 1:1 career advising.
  - Deliver and strengthen career advising, disability life coaching, and professional development services.
  - Ensure programs are accessible, culturally responsive, and aligned with best practices in disability employment.
  - Lead outreach and recruitment efforts to increase program awareness and participation in SDI's career services programs.
- **Employer Engagement:**
  - Cultivate and maintain employer partnerships that expand inclusive hiring opportunities.
  - Connect participants with career advancement opportunities and work with employers on accessibility and accommodations.
  - Engage employer partners as active contributors and guest speakers in Career Academy and related programming.
- **Data and Outcomes Management:**
  - Monitor and document program metrics and outcomes to ensure goals are met.
  - Prepare reports and presentations for internal and external stakeholders.
- **Community Collaboration:**
  - Represent SDI in community coalitions, workforce development boards, and disability networks.
  - Collaborate with college and university partners, with a focus on partnerships with college career and disability resources offices.

- Contribute to organizational efforts that advance disability equity in employment and workforce development.
- Leadership and Team Development:
  - Recruit, train, and supervise program volunteers.
  - Provide leadership and support to future staff as the department grows.
  - Foster an inclusive, collaborative, and high-performing team culture aligned with SDI's values.

### **Core Competencies**

- Deep understanding of the social model of disability, disability rights, and intersectionality.
- Ability to build trust and collaborate effectively with job seekers, employers, and community partners.
- Proven ability to lead diverse teams with empathy, accountability, and a commitment to equity.
- Strong interest in developing and evaluating employment-focused programs.
- Creative and strategic thinker who can adapt to changing needs and opportunities.

### **Qualifications**

- Bachelor's degree in Human Resources, Rehabilitation Counseling, Occupational Therapy, Social Work, Business, Learning and Development, or related field (Master's degree preferred).
- Experience in career and professional development, employment services, and economic empowerment.
- Experience in disability services or programs.
- Supervisory or program management experience.
- Lived experience with disability and/or experience working in disability-led organizations strongly preferred.
- Knowledge of laws and policies related to disability and employment (example: ADA).
- High proficiency in Microsoft 365, data management systems, and virtual meeting platforms.

### **Culture Fit**

At SDI, we are an Equal Opportunity Employer and are dedicated to creating an inclusive and accessible environment where all individuals are valued and respected, regardless of race, color, ethnicity, religion, gender, sexual orientation, gender identity or expression, disability, veteran status, or other legally protected characteristics. We are committed to promoting diversity, equity, inclusion, and accessibility in all aspects of our work, and we seek candidates who share these values and are passionate about advancing our mission.

### **Compensation & Benefits**

- Salary range: \$62,000 – \$72,000
- Comprehensive health insurance, including medical, dental, and vision
- 3 weeks of Paid Time Off
- 11 paid holidays, plus additional paid time off during SDI's annual winter break (December 24 – January 1)
- 401(k) retirement plan

### **Work Environment**

- Hybrid (based in St. Louis).
- On-site meetings and events throughout the St. Louis region.

### **Application Process**

To apply, please submit your resume and cover letter highlighting your relevant skills, experiences, and what interests you about Starkloff Disability Institute to [careers@starkloff.org](mailto:careers@starkloff.org).

SDI is committed to the highest standard of disability inclusion and accessibility. If you need any assistance or wish to request accommodations, please email [careers@starkloff.org](mailto:careers@starkloff.org). Example accommodations include ASL interpreters, extended interview times, or alternative interview formats.