
Reports to: Associate Director of Career Services

Direct Report(s): N/A

Salary Range: \$52,000 – \$62,000

Position Description

Starkloff Disability Institute (SDI) seeks a compassionate and organized **Career Services Coordinator** to support our innovative career services for disabled adults and college students. This role will assist in delivering career advising, professional development programming, peer support, and employer partnerships. The Career Services Coordinator will work closely with the Associate Director of Career Services to ensure programs are inclusive, accessible, and aligned with SDI's mission. This role is an excellent opportunity for someone passionate about disability equity, workforce inclusion, and direct service delivery.

As part of SDI's disability-led team, the Career Services Coordinator will support programs, such as the Career Academy, to ensure they are inclusive, effective, and responsive to participant needs. Candidates should bring a passion for career development and a strong 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.

Core Functions

- Program Support and Delivery:
 - Conduct 1:1 career advising and disability life coaching sessions to help college students and professionals with disabilities explore, launch, and advance their careers.
 - Facilitate workshops and classes on topics like networking, effective job search strategies, and personal branding.
 - Serve as a point of contact for program participants, providing guidance and support throughout their engagement.
 - Assist with screening and onboarding new program participants.
 - Coordinate peer support activities and networking events.
 - Connect participants with relevant career advancement opportunities.
 - Support outreach and recruitment efforts to increase awareness and participation in SDI's career services programs.
- Community Collaboration:
 - Engage employer partners as guest presenters in the Career Academy and related programming.
 - 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.
- Data and Outcomes Management:
 - Monitor and document program metrics and outcomes to ensure goals are met.
 - Track career advancements of current program participants and program graduates.

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 contribute to diverse teams with empathy, accountability, and a commitment to equity.
- Creative and strategic thinker who can adapt to changing needs and opportunities.

Qualifications

- Bachelor's degree in Human Resources, Social Work, Rehabilitation Counseling, Career Counseling, Occupational Therapy, Business, Learning and Development, or related fields.
- Experience in career and professional development, employment services, and economic empowerment.
- Strong organizational, communication, and teaching skills.
- Ability to work collaboratively and confidently with disabled individuals.
- 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 with 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: \$52,000 – \$62,000
- 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.

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. Example accommodations include ASL interpreters, extended interview times, or alternative interview formats.