**Community Action, Inc.**

 **Adult Learning Center**

**Program Advisor**

Qualified candidates have a Bachelor’s degree in related field plus two years’ experience working with adult learners. The advisor is the initial point of contact for adult learners in the CAI Adult Learning Center.  The advisor coordinates many aspects of the adult education program and provides learners with support services that will assist them in successfully meeting their career and educational goals. The advisor will assess ABE learners with approved standardized tests such as the MAPT, TABE Clas-E, and BEST Plus. This position maintains required data using the DESE LACES program and other data base systems. Cultural sensitivity, highly organized with excellent time management and strong technology skills required. Good oral and written communication skills. Bilingual (Spanish/English) a plus. A combination of relevant experience and education may be considered. Position is 40 hours per week/52 weeks per year. Salary for this position is $24.10/hour.

The position will remain open until filled.

Please send Cover letter, resume and job application to:

Attn: [Personnel Director](https://www.communityactioninc.org/component/contact/contact/32?Itemid=101),
Community Action, Inc.
3 Washington Square, 4th Fl.
Haverhill, MA 01830
Fax: 978-469-8392
hr@communityactioninc.org

EOE



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