



Hiring a Full-Time Education Advisor/ Bridge to College Program Coordinator!

Position starts Fall 2022
Excellent salary, pension, and benefits,
including 5 weeks off in the summer!

Who we are:

The Community Learning Center (CLC) empowers a diverse community of adult learners to transform their lives and realize their potential through education, skills development, and community participation. Students are predominantly low-income Cambridge residents, come from a variety of ethnic, linguistic, and racial backgrounds, and are currently enrolled in English or Adult Basic Education or training. [Watch this video to learn more about us!](#)

We are looking for an Education Advisor/Bridge to College Coordinator who will...

- Overall planning and management of the Bridge to College Program
- Support students in applying for college, financial aid, and scholarships
- Strengthen existing collaborations with Bunker Hill Community College and other colleges, as well as city agencies (i.e., College Success Initiative, etc.)
- Develop positive relationships with and motivate a diverse group of students to achieve their educational and career goals
- Work as a team with the CLC advisors to continually improve new student orientation and placement and plan learner support/referrals

The ideal candidate has many, though perhaps not all, of the following:

- Experience or training in counseling, case management, or student advising
- Strong organizational skills; excellent oral/written communication skills
- Patience, compassion, and empathy
- Ability to work as a team as well as independently
- Skilled in and/or willingness to work on issues concerning racial equity
- Bachelor's degree in related field or equivalent combination of education, training and/or experience

This is a full-time position with excellent benefits!

- Full-time (37.5 hours/week) position paid at \$31.95 p/hr (COLA on 7/1/22)
- 5 weeks off in the summer, plus additional vacation and other benefitted time, including 14 city holidays
- Full benefits: health insurance, dental insurance, vision reimbursement, generous public transportation subsidies, tuition reimbursement, 457 retirement savings plan, a pension, and more!

Interested but not sure if you are right for the job?

Please reach out to Patty (pfiorenza@cambridgema.gov) or Roselys (resteve@cambridgema.gov).

Join Our Team:

Official job posting & application instructions: https://www2.cambridgema.gov/viewjoblisting.cfm?Job_ID=2852

To express interest and share credentials, contact Patty Fiorenza (pfiorenza@cambridgema.gov) **and** Roselys Esteve (resteve@cambridgema.gov).

