

Job Placement Assistant & Career Development Counselor - ESOL

Salary	\$30.03 Hourly	Location	Holyoke, MA
Job Type	Part-time, Non-Benefited	Division	Business & Community Services
Job Number	NB-21-56		
Closing	2/24/2021 11:59 PM Eastern		

DESCRIPTION

QUESTIONS

Under the overall supervision of the Assistant Vice President for Adult Education & Workforce Development, assists in recruitment, assessment, training, job placement and post-employment follow-up in order to meet contracted program enrollment, placement and retention goals for grant-funded non-credit ESOL-workforce training programs; provides case management services to participants enrolled into programs; and maintains accurate attendance and other records required by funding agencies. These are grant-funded positions which could be renewed based on continued grant funding.

1. Responsible for meeting or exceeding job placement goals as established by the grant funder.
2. Responsible for recruitment, assessment, interviewing, evaluation and determining job readiness of participants.
3. Works with participants to develop a career plan with pathways to future advancement.
4. Assists participants with job search and job applications to find suitable employment.
5. Stays current on available jobs in the industry, vacancies at employer partners, and employer partner expectations.
6. Advises participants as necessary to resolve issues which may be barriers to course completion and employment.
7. Maintains constant contact with participants to support their growth.
8. Assists participants in writing resumes, cover letters, and career readiness portfolio.
9. Facilitates a wide variety of essential skills and employment-related training opportunities for participants, all of whom are adult English language learners.
10. Collaborates with ESOL instructors, other job placement/career development counselors, and program directors as part of a creative team, finding opportunities for further development and continuous improvement of programs.
11. Aligns program recruitment, retention and placement efforts with other workforce development and transition to college initiatives of the Division of Business and Community Services.
12. Maintains accurate attendance records.
13. Maintains a file for each participant that includes documentation of employment status at time of enrollment, the required registration form, a record of training services provided, case management notes, and documentation for new employment.
14. Maintains a database of participant demographic, progression, and employment information as required for status reporting.
15. Provides all data required to complete reports to the grant funder.
16. Performs other related duties as assigned.

Qualifications

REQUIRED: Bachelor's degree in Counseling, Education, Hospitality and Culinary Arts, Communications, Human Resources, or closely related field, or an equivalent combination of education, training, and experience; Excellent interpersonal skills; Proficiency in Microsoft Word and Excel; Good verbal and written communication skills; Experienced team player with the ability to also work independently;

Knowledge of the basic work skills required by employers; Understanding of the barriers faced by low income populations, immigrants and refugees, and adult language learners; and the ability to work effectively with a diverse faculty, staff, and student body; Ability to deliver services and instruction in online, hybrid, and in-person formats.

PREFERRED: Minimum two (2) years of experience and/or training involving career counseling, recruitment, or counseling; Demonstrated outcomes in program recruitment and/or job placement; TESOL experience or certification; Bi-lingual Spanish preferred.

Part-time/Non-Benefited, MCCC unit position - Multiple Positions

Hours: 18.5 hrs./week; day and evening positions available

Funding Source: Grant-funded (ESOL Culinary, Accelerated Career English)

- **All candidates must have legal authorization to work in the United States. HCC is not sponsoring H1B Visa.**
- **Pre-Employment Background check, including Criminal History will be conducted for all positions.**

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Agency

Holyoke Community College

Address

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