**Position Opening: Education and Career Advisor – Ware Site**

Posted December 1, 2022

The Literacy Project is seeking an Education and Career Advisor for our Ware site. This position is funded for 18 hours/week at $27/hour, plus benefits, and lasts for the duration of the 2022-23 school year. The position may be combined with a 12-hour Instructor position, for a total of 30 hours per week.

The Advisor is responsible for conducting student outreach in the greater Ware community, performing intakes with new students, completing initial student assessments, helping students set and meet education and career goals, identifying resources for student support, helping students access resources, and performing student follow up tasks. The Advisor participates in The Literacy Project’s monthly staff meetings, weekly case management meetings, and staff development opportunities. The position is responsible for record keeping and data entry to track student success.

Desired qualifications include demonstrated knowledge of and experience with adult basic education; experience working with under-educated adults and youth as well as newcomer and immigrant populations; experience with academic and career advising with diverse populations; knowledge of counseling skills, including Motivational Interviewing and Appreciative Advising; experience with administering student assessments; knowledge of the Ware community.

Applicants should have excellent communication and team work skills, be proficient in an online work environment, and have a strong commitment to the mission of The Literacy Project.

Candidates may apply for this position *and* the HSE Instructor - Ware Site position, for a total of 30 hours/week.

Applications will be considered until the position is filled.

**To apply for this position, please submit *a resume and cover letter* to the Executive Director Judith Roberts at** [**jobs@literacyproject.org**](mailto:jobs@literacyproject.org)**.**

A background screening/CORI is required for this position.

The Literacy Project is an EOE/ADA employer. Diverse candidates are encouraged to apply.