**GENERAL RESPONSIBILITIES:**

The role of the Education and Career Advisor is to work with the Program Coordinator and teachers to assist learners in setting goals and developing, documenting and implementing education and career plans based upon those goals, and monitor students’ progress. The Advisor is responsible for building a network of job training and career readiness providers, career centers, employers, transitional, and higher education programs through which students can pursue their educational and career goals. Through one-on-one advising, he/she will help students overcome the linguistic and educational barriers that stand in the way of skills development, job promotions, or further education. Close communication between Advisor, Coordinator, and Teachers is critical.

**ESSENTIAL DUTIES:**

**Collaboration and Coordination**

* Meet with program Coordinator and teachers in the school year and at the end of the year to evaluate the goal-setting curriculum and make appropriate adjustments.
* Cultivate new and strengthen existing relationships with employers and work readiness, skills development, transitional, and higher education programs that fit into students’ Career and Education Plans.
* Establish a strong relationship with Career Centers, accompany interested students to career center orientations, and help students register at centers.
* Attend program meetings with teachers and Program Coordinators at each site, as needed.

**Education and Career Planning/Student Support**

* Work with Program Coordinator and teachers to develop and document a curriculum unit on goal-setting and integrate career planning, employment, and work readiness skills into existing curriculum.
* Facilitate career and education readiness workshops, and co-facilitate goal setting sessions with teachers. , in which every student develops an Education and Career Plan that identifies career, academic, and personal goals, along with potential barriers, strategies for overcoming those barriers, and available resources.
* Provide one-on-one advising sessions to guide students in developing, revising, and implementing their Education and Career Plans.
* Follow up and document students’ progress towards goals at scheduled intervals, and between scheduled check-ins, engage in ongoing communication with teachers to monitor students’ progress.
* Provide the information, support, and guidance students need to reach their identified career and education goals. This may include assisting students with resume writing, filling out job applications, and practicing interview skills

**Administration/Other**

* Assist with intake, assessment and enrollments.
* Make follow-up calls/send surveys to track and document student outcomes.
* Perform other duties from time to time.

**JOB KNOWLEDGE, SKILLS & ABILITIES:**

* Ability to work effectively with individuals of diverse socioeconomic and cultural backgrounds.
* Thorough knowledge of job training resources, career centers, higher education programs, and job market in the Boston area is highly preferred.
* Demonstrated ability to set goals and develop action plans with identified barriers and steps to overcome them and reach goals.
* Excellent oral and written communication skills.
* Computer proficiency
* Able to work independently and as part of a team
* Bilingual (see next page)