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ASIAN AMERICAN CIVIC ASSOCIATION, INC

87 Tyler Street, 5th floor, Boston, MA 02111 Telephone: 617-426-9492 Fax: 617-482-2316 www.aaca-boston.org

Job Posting

The **Asian American Civic Association (AACAA)** provides limited English speaking and economically disadvantaged people with education, occupational training and social services enabling them to realize lasting economic self-sufficiency. **Next Steps Transitional English Program (Next STEP)** is an intermediate ESOL program which prepares adult immigrant and refugee learners to enter college or job training. Next STEP is supported by funding from the Massachusetts Department of Elementary and Secondary Education.

Position Available: Boston Career Navigator

Reports to: Director of Next STEP

Hours: Full-time 35 hours

Position Summary: The Boston Career Navigator is funded through the Department of Elementary and Secondary Education/Adult & Community Learning Services (ESE/ACLS). The Boston Career Navigator will have an understanding of the services all ESE/ACLS/Mayor's Office of Workforce Development (OWD) funded programs offer as well as what services the two Boston Career Centers offer. The Boston Career Navigator will be stationed at AACAA on Mondays, MassHire Boston Career Center on Wednesdays and Fridays, and MassHire Downtown Boston Career Center on Tuesdays and Thursdays.

Responsibilities:

- Make referrals between the two Boston Career Centers and ABE programs in Boston
- Arrange Career Center visits between Boston ABE programs and Career Center
- Become familiar with full range of services Career Centers offer by attending trainings
- Provide presentations about Career Center services to ABE staff and WIOA ready students (higher level ESOL and HiSET/GED students) at Career Center and at ABE programs
- Meet and refer Career Center customers to ABE programs
- Follow up on referrals
- Maintain accurate referral records, provide a monthly dashboard using an existing template, and submit mid-year and annual reports as required by ACLS/OWD
- Be available to answer questions for both staff and customers on designated day at Career Center
- Attend all ALI and WIOA Sub-committee meetings
- Attend OWD facilitated Boston Best Practice and Career Center Task Force meetings
- Meet with designated staff from OWD, ACLS, and Career Centers as needed
- Work with ACLS, OWD, and Career Centers on coordinating an ABE Occupational Skills Training Fair
- Participate in High Quality Professional Development as defined by ACLS by attending relevant professional development activities

Qualifications and Skills Needed:

- Bachelor's Degree
- Familiarity with ABE programs and Career Center services
- Proficiency in Microsoft Office Suite, particularly in Excel and PowerPoint
- Organizational skills
- Willingness to travel within Boston
- Excellent communication and customer service skills

To apply, send resume and cover letter to:

HR Department

Asian American Civic Association

87 Tyler Street, 5th floor

Boston, MA 02111

Email: hr@aaca-boston.org

Asian American Civic Association is an equal opportunity/affirmative action employer

