



Position: Career Advisor

Reports to: Executive Director

Summary: The Durango Adult Education Center seeks an experienced case worker or career counselor to support our adult education students. The Career Advisor implements the Center's BOOST program and will primarily assist individuals in overcoming barriers to completing education, transitioning into postsecondary education or skills training, and finding meaningful and sustainable careers. The Advisor guides, supports, and inspires individuals through career exploration, targeted education/training, work readiness skills, and job placement.

The ideal candidate will be collaborative, innovative, and trustworthy. The Career Advisor needs to be able to work independently while also being part of a team of caring, dedicated teachers and support staff to ensure the best possible outcomes for our learners.

Status: Anticipated start date is early-to-mid August 2017. This is a full-time position, 32-36 hours/week, overtime exempt, with a tentative schedule of Monday – Wednesday 10:00 am – 6:30 pm in Durango and Thursday 10:00 am – 8:00 pm in Cortez.

Responsibilities:

Student Support Services

- Provide short-term interventions to eliminate barriers for students' persistence and success.
- Manage student housing service by screening applicants, developing housing agreements, ensuring students are adhering to policies, facilitating housing meetings among residents, and assisting students with transitioning into their own housing.
- Assist with applications or referrals to appropriate community agencies or resources to meet students' needs.
- Facilitate appropriate transitions for continuity of care when students have additional needs that are outside the scope of services offered by DAEC.
- Hold space and "be there" for students experiencing difficulties that interfere with their capacity to learn.

Career Transition Services

- Oversee student work-study position with advertising, hiring, and incorporating workplace skills into weekly feedback and supervision.
- Provide comprehensive career planning services such as administering and interpreting career assessments, outlining options for education, and researching local labor markets.
- Develop Career Action Plans with short-term and long-term goals relating to personal, educational, and career aspirations.

- Guide students through degree translation and/or FAFSA preparation in accordance with their educational and professional goals.
- Assist participants with job searches including development of job skills, resume and cover letter review, and connections with local employers; coach learners on job seeking strategies and facilitate mock interviews.
- Establish connections with local employers to create job shadow, internship or work study opportunities for students close to completing their education at DAEC.
- Organize and staff college field trip tours and career fair trips with students.
- Track participant progress in organization's database.

Financial Planning Services

- Manage financial assistance budget for student needs.
- Oversee all aspects of financial literacy classes.
- Process financial assistance applications, conduct interviews, and approve applications for funding.
- Supervise and support early childhood training scholarship program.

Additional Duties

- Assist with grant writing and editing to support program funding.
- Present at conferences and in the community about the BOOST program.
- Support general daily functioning of the Center, completing additional duties as needed.

Qualifications

- Minimum of a Bachelor's degree in a Human Service field, preferably related to social work or counseling
- Bilingual Spanish/English highly desired
- At least three years' experience in providing human services, case management, career advising or related services
- Experience working with and deep compassion for diverse, marginalized or vulnerable populations
- Comfortable with Microsoft applications including Outlook and Word
- Excellent communication skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- Able to work within a budget
- Personal qualities of integrity, credibility, and dedication to the mission of the Durango Adult Education Center

Compensation: \$20 - \$22/hr to start. Benefits include medical and dental (after 60-day waiting period), and paid time off. Mileage is paid for travel between Durango and Cortez and staff carpooling will be encouraged.

Application Instructions: Submit a cover letter, resume, and a list of three professional references to: candreatta@durangoadulted.org