Position: Career Advisor

Reports to: Lead Career Advisor and Cortez Site Manager

Summary:

The Cortez 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.

Additionally, this new position will be responsible for implementing the Early Childhood Training Scholarship program within the context of the Center’s BOOST program at our Cortez campus. The Advisor will stay abreast of Colorado Child Care licensing rules; will maintain strong relationships with early childhood employers and trainers; and be involved in early childhood initiatives that are integral to meeting the region’s childcare needs.

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.

Location and Schedule:
This part-time, hourly position is located at our Cortez site averaging 12 hours/week for 40 weeks August – May; Paid Personal Time Off (PTO) benefits included with this position.

Responsibilities:

Student Support Services
- Provide short-term interventions to eliminate barriers for students’ persistence and success
- 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 Preparation
- Monitor learner needs for college-based training and review learner transcripts and training as applicable to Colorado state licensing requirements and college requirements for certificates and degrees
- Track learner progress in organization’s database
- Establish and maintain relationships with early childhood workers in the southwest Colorado region regarding college-based professional development to meet or exceed Colorado Child Care licensing rules
Career Transition Services
- 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, and work study opportunities. Assist with employment placement.
- Track participant progress in organization’s database.

Partnerships
- Establish and maintain relationships with college staff providing services to early childhood professionals
- Establish and maintain relationships with Early Childhood Council members in the southwest Colorado region
- Attend and participate in monthly Early Childhood Council meetings in the southwest Colorado region

Additional Duties
- Assist with grant applications.
- Attend and participate in bi-annual staff meetings.
- Vacuum and clean assigned workspace as needed.
- Support general daily functioning of the Center, completing additional duties as assigned

Qualifications:
- Minimum of an AA or AAS
- Excellent communication skills with an ability to prioritize, negotiate, and work as a team
- Personal qualities of integrity, credibility, and dedication to the mission of the Durango Adult Education Center
- Flexibility and compassion are essential in all facets of this position
- Bilingual English/Spanish beneficial

Compensation:
- Pay range will be $15.00/hour - $18.00/hour for 12 hours/week DOE. Hours may increase throughout the school year depending on student and work caseload.

Application Instructions:
Submit a cover letter, resume and list of three references by July 23, 2018 to: Al Huckins
ahuckins@cortezadulted.org
Anticipated start date is August 1, 2018.