



## **DURANGO ADULT EDUCATION CENTER**

**Position:** Career Advisor

**Reports to:** Program Director

**Summary:** The Career Advisor implements the Center's BOOST program and administers the Early Childhood Training Scholarship program. The Advisor primarily assists 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.

**Status:** Full-time or Part-time position, 18-32/week, non-exempt from overtime.

**Compensation:** \$19 - \$22 /hour. Rate commensurate with experience. Benefits include paid time off. This position could be eligible for medical and dental benefits after a two-month waiting period.

### **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 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.
- Organize and staff college field trip tours and career fair trips with students.
- Track participant 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.

- Monitor learner needs for college-based training and review learner transcripts and training as applicable to Colorado child care state licensing requirements and college requirements for certificates and degrees.

#### Community 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.
- Collaborate with early childhood center directors to create and maintain the workforce pipeline.
- Present at conferences and in the community about the BOOST program.
- Attend and participate in collaborative grant management and fund distribution with local agencies.

#### Financial Planning Services

- Manage financial assistance budget for student needs.
- Oversee all aspects of financial literacy and Cooking Matters classes.
- Process financial assistance applications, conduct interviews, and approve applications for funding.
- Disperse student scholarships to colleges and universities.

#### **Additional Duties:**

- Assist with grant writing and reporting to support program funding.
- Prepare and turn in interim and final reports at stated deadlines for the Buell Foundation.
- Support general daily functioning of the Center.
- Collaborate with the Marketing Coordinator to ensure BOOST information is current on the DAEC website and other promotional materials.
- Attend and participate in bi-annual in-service.
- Vacuum and clean assigned workspace as needed.

#### **Required Qualifications:**

- Bachelor's Degree
- Minimum 1 year counseling experience
- Minimum 1 year management experience
- Excellent leadership skills and compassion

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**Desired Qualifications:**

- Strong public speaking skills
- Knowledgeable in conflict resolution
- Excellent communication skills with an ability to prioritize, negotiate, and work with a variety of personalities
- Personal qualities of integrity, credibility, and dedication to the mission of the Durango Adult Education Center

Position closes Friday, May 17, 2019. The anticipated start date is July 1, 2019.

To apply, please email a complete application package (cover letter, resume, and a list of three references) to: [kquach@durangoadulted.org](mailto:kquach@durangoadulted.org).