



**A A C A 華美福利會**  
**ASIAN AMERICAN CIVIC ASSOCIATION, INC**

87 Tyler Street, 5<sup>th</sup> 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 (DESE/ACLS). The Boston Career Navigator will have an understanding of the services all DESE/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.

**Please note: the position is currently on a hybrid schedule due to the pandemic.**

### Responsibilities:

- Make referrals between the two MassHire Career Centers and ABE/ESOL programs in Boston.
- Coordinate Career Center visits with Boston ABE/ESOL programs and Career Center.
- Become familiar with a full range of services Career Centers offer by attending Career Center trainings.
- Provide presentations about Career Center services to ABE/ESOL staff and WIOA ready students (higher level ESOL and HiSET/GED students) at Career Center and at ABE/ESOL programs.
- Meet and refer Career Center customers to ABE/ESOL 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 days at Career Centers.
- Attend all Adult Literacy Initiative, Outstationing Coordinator, and WIOA Sub-committee meetings.
- Meet with designated staff from OWD, ACLS, and Career Centers as needed.
- Work with ACLS, OWD, and Career Centers on coordinating an ABE/ESOL 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 DESE funded ABE/ESOL programs and MassHire Career Center services
- Proficiency in Google and Microsoft Office Suites, particularly in Excel and PowerPoint
- Organizational skills
- Must be able to work some evenings
- Willingness to travel within Boston
- Dynamic public speaking skills
- Ability to communicate with ABE/ESOL students of diverse backgrounds including English Language Learners
- Excellent communication and customer service skills

**To apply**, send resume and cover letter to:

HR Department

Asian American Civic Association

87 Tyler Street, 5<sup>th</sup> floor

Boston, MA 02111

Email: [hr@aaca-boston.org](mailto:hr@aaca-boston.org)

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

