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**ADVISOR-EVENING**

**ADULT EDUCATION**

**POSITION DESCRIPTION**

The Adult Education program offers a comprehensive, high-quality educational services to advance and accelerate the academic achievement of adult immigrant learners who face significant barriers in their search of viable career pathways and self-sufficiency. The program provides 2 levels of ESOL instruction for program beginners. The schedule is Monday -Thursday 4pm-9pm. This is a school year position with some potential hours over the summer as well. The Advisor for the Adult Education Program oversees students’ advising services, such as employment, immigration, housing and more. The Advisor works collaboratively with the Program Director and the Program Coordinator.

**REPORTS TO**

The Advisor reports to the Program Director or designee

**ESSENTIAL FUNCTIONS**

* Always maintain professional boundaries and confidentiality
* Provide employment related services to students including assisting them with online job applications, writing resumes and cover letters, preparing for job interviews, following up with employers and teaching basic job etiquette to students.
* Provide information sessions to classes three times a year on the availability of social and employment services.
* Consult with classroom teachers on students’ needs as requested.
* Meet with evening students to prepare individual educational/vocational plans and assess service needs.
* Facilitate student access to Next Steps, such as skills training, and/or higher educational programs and their requirements.
* Advises students about community programs to help resolve personal issues.
* Maintain updated individual program files on agency database.
* Report to Program Director regularly or as needed.
* Perform work in a classroom/office environment with the use of computers, fax machines, photocopiers, phones and other office equipment. May stand or sit for prolonged periods.
* Local travel as needed.
* Attend all internal and external meetings and trainings as required.
* Other responsibilities as assigned.

**QUALIFICATIONS**

* A Bachelor’s degree in education or related field.
* 3 years of prior experience in a similar environment preferred.
* Bilingual Spanish, Haitian Creole, Cape Verdean Creole, preferred.
* Must be available to work evenings.
* Good leadership, verbal and written communication skills.
* Good typing skills and attention to detail.
* Knowledge of Microsoft Office Suite including Outlook, Teams, Word, Excel, Zoom and other remote platforms.
* Proficient Internet skills.
* Demonstrated ability to work effectively and compassionately in a culturally competent manner with students from various backgrounds, races, ethnicities and varying levels of English language skills.
* Ability to partner with program staff to ensure cohesive and barrier free service delivery within the agency.
* Ability to work closely with community programs to provide students a seamless continuum of services.

7/2021