



Pathways Inc.
Career Advisor (full-time) - Job Description
FY22

Summary: Enrolling and supporting students while they are enrolled in classes at Pathways

Responsibilities:

- Organize outreach, recruitment, assessment, information sessions, and enrollment activities to ensure classes are full and students are assigned to appropriate classes
- Work with students to develop career goals and monitoring student progress in meeting education and career goals
- Work with teachers and staff to ensure they are aware of student goals and progress
- Strategize with teachers to address issues related to students' progress
- Meet with students who are not making progress and discuss options (may include exiting students from Pathways)
- Stay current on trends and resources regarding community resources
- Maintain Pathways' database system (Google Drive, LACES, waiting lists, case notes, attendance records, and other documents)
- Organize and manage student folders
- Reply to inquiries regarding classes that come via website, telephone, walk-ins...
- Develop and maintain relationships with partner organizations
- Other duties as assigned

Position Requirements:

- Bilingual in Spanish/English required
- Able to work with low-income adult learners in a guiding manner, while observing professional boundaries
- Proficiency in Microsoft Office and/or G-Suite computer programs
- Strong communication skills and detail-oriented
- Regular evening hours required
- Experience working in an office setting
- Excellent organizational and problem-solving skills
- Minimum of a Bachelor's Degree
- Flexibility to work independently or as part of a team

Reports to: Director of Student Services

How to apply: Please send cover letter and resume to es@pathwayslynn.org. Resumes unaccompanied by a cover letter will not be considered.