

YMCA of Greater Boston
Job Description

Branch: Education and Training

Position Title: Education and Career Advisor, YMCA International Learning Center (ILC) Boston

Position Type: Part time, September-June

The Education and Career Advisor is passionate about our mission to support adult English language learners moving into thriving self-sufficiency in the U.S. workforce and culture. The position coordinates with administrative and teaching staff to administer quality programming that supports students' progress toward their next steps in postsecondary education, training, and/or employment leading to a family-sustaining wage.

Advising responsibilities include (50%):

- Advise DESE students and complete all required reports and paperwork.
- Assist students who are in job search, seeking a training program, or applying to college.
- Ensure students meet program attendance requirements and troubleshoot when necessary.
- Refer students needing specific help to appropriate agency.
- Gather and share information about steps needed for career paths that interest the students.
- Collaborate with teachers to foster students' educational and career goals.
- Co-lead classroom activities following planned advising curriculum.
- Assist learners in utilizing technology (Google Classroom, Google meets, Microsoft Teams, Google Drive, resume and cover letter writing, online applications, job search websites)
- Ensure student handbook is current.
- Orient and support new students with remote learning
- Develop and maintain relationships with community and WIOA partners.
- Participate in advisor meetings to address student concerns and share insights and resources.

Documentation responsibilities include (30%):

- Create and update monthly attendance sheets for all DESE classes.
- Ensure advising appointments are scheduled through either Google Classroom or Microsoft Teams.
- Ensure timely and accurate documentation of student advising data into Apricot, and monitor ILC performance according to funder standards.
- Document referrals to other services and follow up with students who have left the program.
- File all required student documentation.
- Coordinate with advisors, teaching staff, and team members to celebrate student achievements.

Administrative responsibilities include (20%):

- Maintain up-to-date knowledge of funder policies and requirements.

- Engage in high-quality professional development in accordance with ILC and funder standards.
- Participate actively in meetings, contribute to continuous improvement of program.
- Administer BEST Plus 2.0, TABE CLAS-E and other ILC tests as needed.

The ideal candidate will have:

- Bachelor's degree in counseling, education, or related field, preferred
- Familiarity with DESE policies and requirements
- Strong organizational and communication skills
- Advanced level proficiency with Microsoft Office Suite
- BEST Plus 2.0 and/or TABE CLAS-E certification

Physical demands:

- While performing duties of this job, the employee is regularly required to stand, walk, talk, and hear
- The employee must occasionally lift or move up to 25 pounds
- Specific vision abilities of this job include close vision, distance vision, and the ability to adjust
- Occasional travel to off-site meetings, Training, Inc., and Boston ILC