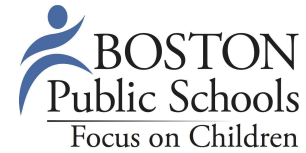




BPS ADULT EDUCATION

Department of Adult Education
Kristen D'Avolio, Senior Director

55 Malcolm X Boulevard
Roxbury, Massachusetts 02120



kdavolio@bostonpublicschools.org
617-635-9300 fax: 617-635-9045

Job Description: Advisor/Job Coach

Reports To: Director of Adult Education

Terms: BTU Adult Education Instructor (.6, flex schedule)

The Boston Public Schools Office of Adult Education, in collaboration with English for New Bostonians, is looking for a part-time Career and Academic Advisor/Job Coach for the Immigrant Futures in the Food Industry Initiative. This 21 hour per week position requires evening and daytime availability. The Career and Education Advisor/Job Coach is responsible for recruiting, screening, and interviewing prospective students for participation in the Immigrant Futures In the Food Industry (IFFI) ESOL and Skills Training Program. The Career and Education Advisor/Job Coach will provide group and individual counseling to students concerning workplace readiness skills. The Career and Education Advisor/Job Coach will complete resumes as needed for participants, assist with job placement, and provide job retention coaching once hired.

Immigrant Futures in the Food Industry (IFFI) Initiative is a culturally responsive model that integrates English, health and safety, occupational, and soft skills to prepare immigrants for entry and advancement in the food manufacturing sector. IFFI will serve 36-40 participants over 18 months, with an innovative approach that blends language and digital literacy instruction with training and coaching before and after workers are hired.

RESPONSIBILITIES:

1. Recruits, screens, and interviews potential participants who express interest in participating in the IFFI program.
2. Works collaboratively with ESOL and Skills Instructors to ensure that the job readiness curriculum and coaching align with employer needs.
3. Coaches participants individually to assess each participant's job readiness skills to successfully attain employment in the food manufacturing industry.
4. Conducts workshops on goal setting, career exploration, resume writing, diversity in the workplace, attitude on the job, attendance, and other work readiness skills.
5. Engages employment partners and community partners to come and speak to the participants and arrange for tours of employer facilities.
6. Provides job placement for participants. Is the liaison with employers for job placement and retention.
7. Provides post-employment job retention coaching for at least three months.
8. Performs tasks as directed by the Adult Ed Director.





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QUALIFICATIONS

1. Bachelor's Degree in related field with two (2) or more years of counseling/advising experience in an ABE or workforce development program required. Bilingual skills are desirable (English/Spanish)
2. Ability to develop a strong professional relationship with students concerning career planning and goal attainment leading to employment
3. Excellent oral and written communication skills

PREFERRED (one of more)

- Bilingual in Spanish, Cape Verdean, or Haitian Creole is a strong plus.
- Experience teaching a contextualized ESL class for adults.
- Prior work or volunteer experience with non-traditional students.

Please submit a resume and cover letter to kdavolio@bostonpublicschools.org.

