



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 for immigrant and refugee adults which prepares students for college and job training. Next STEP is supported by funding from the Massachusetts Department of Elementary and Secondary Education.

Position Available: Education and Career Advisor

Reports to: Director of Next STEP

Hours: 25 hours/week

Position Summary: The Next STEP Education and Career Advisor is responsible to meet with students from Next Steps Transitional English Program (Next STEP) Levels 7, 8, and 9 classes as well as Level 10 students who are on a training/employment track. Meetings should occur at a minimum of once per 18-week cycle in Levels 7, 8 and 9 and at least 3 times in Level 10. The Education and Career Advisor also provides post-placement support for students who entered vocational training helping students complete training and find employment.

This position is currently remote due to Covid-19 pandemic. Must have reliable internet connection.

Responsibilities:

- Meet with each student in levels 7, 8, and 9 as well as level 10 training-oriented students and discuss their college and career goals as well as challenges to achievement. Research and connect students to resources they need to overcome barriers.
- Coordinate with all the program team members on a regular basis to serve students most effectively to meet designated funder benchmarks for training placement, retention, training completion, and obtaining a family-sustaining employment.
- Develop job leads and interview opportunities for current students and graduates through actively calling and visiting employers, describing our programs and students. Develop and maintain relationships with training providers.
- Ensure student case notes and outcomes are recorded after each meeting.
- Keep and record student information, training enrollment, training completion, and student employment information in student files and databases. Assist with reporting of student outcomes.
- Help students create and revise a resume, prepare for job search, help with job application, and job interview practice as needed. Advise students of job training programs that match their interests.
- Provide workshops for students on topics related to training programs, career readiness, and overcoming challenges.
- Participate in the test administration, scoring, and interviewing.
- Actively participate in Next STEP meetings, orientation, graduation, and alumni events.
- Actively participate in agency-wide activities
- Participate in fundraising activities for agency
- Other duties as assigned

Minimum Qualifications:

- Bachelor's degree in related field and relevant advising and/or counseling experience
- Proficiency in Microsoft Office Suite and Google Workspace
- Confidentiality, problem solving, research, strong attention to detail, thoroughness, experience with databases, willingness to learn new things, good communication, and customer service skills.

Preferred Qualifications:

- Experience working with adult ESOL learners
- Knowledge of local vocational training programs, community and public resources to help adult ESOL learners transition to college, training, and employment.

Salary: Commensurate with experience.

To apply, send resume and cover letter to:

HR Department

Asian American Civic Association

87 Tyler Street, 5th floor

Boston, MA 02111

Email: hr@aaca-boston.org

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

