

Community Action, Inc.
Adult Learning Center
Program Advisor

The advisor is the initial point of contact for adult learners in the CAI Adult Learning Center. The advisor coordinates many aspects of the adult education program and provides learners with support services that will assist them in successfully meeting their career and educational goals. The advisor will assess ABE/ESOL learners with approved standardized tests such as the MAPT, TABE Clas-E, and BEST Plus. This position maintains required data using the DESE LACES program and other data base systems. The position requires a Bachelor's degree in related field plus two years' experience working with adult learners. A combination of relevant experience and education may be considered. Cultural sensitivity, highly organized with excellent time management, strong communication and technology skills required. Bilingual (English/Spanish) preferred. The position is in person at a CAI worksite. It is 40 hours per week/52 weeks per year. Salary is \$24.10/hour.

The position requires a backgrounds record check. The position will remain open until filled.