



Career Navigator/Coach

Job Description

Mission Statement: To Engage, Educate, and Empower communities of adult learners by advancing literacy skills and employment opportunities to achieve a better quality of life.
Vision Statement: Where continued education improves lives and builds better communities.
Summary: The Career Navigator/Coach help learners work towards their education and career goals through one-on-one and group enrollment, strength-based coaching, goal planning, follow-up, and information and referral facilitation.
Position Type: Full-time
Reports to: Director of Education and Programs
Supervises: Interns and/or volunteers
Works with: The Adult Education Staff key staff particularly President & CEO, CFO, Program & Testing Lead, Office & Data Lead, Volunteer & Outreach Lead, interns and other volunteers.

Primary Duties and Responsibilities

- Responsible for the coordination and implementation of enrollment of learners into the Center including orientation, completion of paperwork, information and referral, and follow-up to ensure strong levels of retention and persistence. Helps learners identify education and career interests and life goals.
- Assists learners in planning strategic education and career moves and developing leadership skills.
- Share new education and employment opportunities with learners.
- Holds seminars and workshops to educate learners on financial aid, higher education, vocation training, career exploration, financial literacy, test taking strategies, and community resources.
- Guides learners through the Adult Education Center Experience and provide information and referrals to address needs that may arise.
- Performs pre and post testing/assessments on learners via TABE and BEST Plus as needed.
- Administers aptitude tests to help determine learners' interests and talents.
- Considers learners' experience and education when recommending career



paths or providing job leads.

- Recommends additional education to learners to help them achieve their career goals.
- Helps learners write resumes and letters to prospective employers.
- Assists learners with job search skills, making contact with prospective employers, completing job applications, completing college applications, and financial aid, or scholarship materials.
- Coach learners on how to strengthen their weaknesses.
- Helps learners conquer habits that prevent education and job advancement.
- Work with instructors and testing staff to ensure learners' success and provide needed support throughout service duration at the Center.

Required Knowledge, Skills and Abilities

- Must have excellent written and verbal communication skills and bilingual.
- Strong problem solving and decision making skills are important.
- Must be a good multi-tasker, scheduler, time manager and an active listener.
- Must have excellent management and motivational skills.
- Strong computer skills and knowledge of designing spreadsheets and maintaining databases is a plus.
- Knowledge of workforce development and education programming.

Education and Experience

- Bachelor's degree in Psychology, Counseling or Education preferred.
- Pass criminal background and reference check.

Work Environment

- Time is spent in a climate controlled private office setting.
- Must be able to work in a fast-paced, busy environment.
- Must be willing to work 40 hours per week or more and some weekends for workshops or special events.

Salary

- Salaries is \$35,000 with benefits.

For more information about this position and to apply, please email a cover letter, resume and list of references to hr@adulthoodeducationcentertexas.org. No phone calls.