



The Community Education Project, Inc.

Enseñando y aprendiendo en nuestra comunidad

317 Main St., Holyoke, MA 01040

Tel: 413-538-5770

The Community Education Project has an immediate opening for the following part time position:

POSITION: Bilingual (Spanish/English) Educational and Career Adviser

LOCATION: Community Education Project, Holyoke, MA

QUALIFICATIONS:

- Bachelor's Degree or higher
- Good oral, written, and electronic communication skills
- Bilingual: English/Spanish required
- Experience providing Educational and/or Career Counseling
- Awareness and sensitivity to low income minority communities
- Strong belief in the ability for adult learners to thrive given the appropriate resources and support needed to successfully meet their goals
- Ability to work independently and/or cooperatively as a team member
- Knowledge/familiarity of community resources
- Knowledge of Adult and Community Learning Services Division of Massachusetts Department of Elementary and Secondary Education.
- Experience with data entry into SMARTT data system preferred
- Certified to administer and score BEST Plus and TABE or ability to become certified within 90 days of employment
- Knowledge of the workforce development system preferred
- Ability to connect adult learners with next step resources removing barriers to college and career success
- Ability to connect and collaborate with greater Holyoke community partners working toward promoting self-sufficiency for adult learners and their families
- Comfortable engaging with social media platforms for awareness raising, marketing, promoting, and recruiting of students.

The Educational and Career Adviser works with ABE and ESOL students to help them identify personal long and short term educational and career goals, develop a plan of study, and the action steps that will help the individual student achieve his/her goals. Advisor is responsible for student recruitment, intake, orienting new students to the program, tracking student outcomes during their time in programming, and following their progress after they exit from CEP programming. The Educational and Career Advisor is a key component of the CEP team.

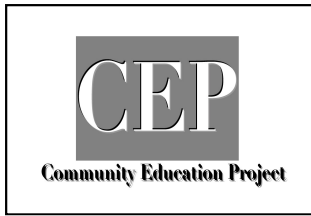
The Community Education Project receives funding from the Massachusetts Department of Education and private foundations.

We are committed to non-discriminatory practices, including compliance with the Americans with Disabilities Act.

Hearing Impaired MassRelay Service dial 711 and (413)538-5775

CEP is a 501(C)(3) tax exempt organization

www.cepholyoke.org



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SALARY: \$22.00/ hr; 20-25 day and evening hours/wk; during school year (September to June), pro-rated benefits: personal, sick and vacation days. This is a grant funded position with occasional flexible scheduling requirements based on program needs. Duration of this position is September 4, 2018 to June 30, 2019 totaling 41 work weeks per year with option to renew following annual performance review and organization's ability to secure funding needed to sustain the position. All CEP positions require a satisfactory performance review following probationary period of 90 days for employment to continue beyond the initial 90 day probationary period. Reports to Executive Director.

Interested candidates should submit their resume with a cover letter to:

Rose Egan, Executive Director

Community Education Project

Email: regan@@cepholyoke.org

Applicants who do not meet the qualifications as stated above are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position.

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