

## **Overview**

Seeking professionals for Independent Contractor positions as Career and Education Advisors. Position involves providing career-aligned education advising to a diverse group of adults. Actively seeking bilingual candidates preferably in Spanish. Also seeking candidates who are fluent in other languages including French (Canadian). Services are generally provided via phone and email and position requires candidates to have flexibility to provide services across time zones during the day, evenings and on weekends. Deep knowledge and significant experience in advising adults (23 years +) in areas such as such as postsecondary program planning, degree completion, prior learning assessment (PLA), Adult Basic Education (ABE) and high school completion, including GED credential attainment.

### **Candidates who meet several of the following criteria are strongly encouraged to apply:**

- Ability to provide a range of education and career advising services;
- Demonstrated ability to use and interpret a range of career and education assessment tools;
- Understanding the needs and challenges of adult learners and the benefits for adults in pursuing further education;
- Proven knowledge about the wide range of learning options for adults;
- High comfort level with working with diverse clients – age, ethnicity, prior education level;
- Ability to advise adults in a range of different settings and life situations.

### **Primary Duties and Responsibilities**

- Assist clients in developing robust and realistic employment-related education and training goals
- Assist clients in decision making and formulating learning plans and action steps
- Help clients identify, link to, and choose appropriate education and training programs and providers
- Support clients to successfully complete program(s) and achieve learning goals
- Guide clients in determining how they will fund their education plan including helping them to identify and access funding to support their education and training when necessary

### **Education and Experience**

- Master's degree or equivalent education and experience
- Familiarity with prior learning assessment preferred
- Three to five years of work-related experience involving counseling adults, education and training, and adult workforce development with special emphasis on:
  - Identify education and training needs, resources, and options
  - Facilitate planning and decision making
  - Administer and interpreting skills and aptitude assessments
  - Conduct small group sessions

## **Skills and Characteristics**

- Excellent verbal and written communication skills
- Strong standard computer office skills and ability to easily learn and adapt to technology
- Strong internet information gathering/research and navigation skills
- Proficient in using Microsoft Office programs (Word, Excel, Outlook)
- Ability to quickly establish and maintain rapport
- Ability to handle confidential information professionally
- Ability to manage and submit “paperwork” in a timely fashion
- Willingness to travel locally
- Comfort with in-person, telephone, and online advising
- Industry-specific knowledge and specialization in one or more of the following industries or specializations: Financial Services, Global Markets or Services Management, Healthcare, Engineering, Business, Information Systems, Technology, Business Administration, Management, Computer Science, Aviation Studies, Cyber Security, Human Resources, Manufacturing, Supply Chain, Quality Assurance, Mathematics, Insurance, Nursing
- Knowledge of international education, particularly postsecondary education and vocational training, a plus

## **Required Information**

**Send cover letter, resume and three professional references to:**

Chaundra Daniels- Manager of Advising Projects [cdaniels@cael.org](mailto:cdaniels@cael.org) or fax to 215-731-0505