



BLU Educational Foundation

POSITION: Career Advisor

PROGRAM OVERVIEW

BLU Educational Foundation sees civic engagement and leadership as key to developing engaged and informed students, while also providing them with the guidance and support needed to pursue their college and career goals. BLU's signature program, the College Exodus Project (CEP), assists students in obtaining undergraduate or graduate degrees from accredited colleges and universities, with the intent that they contribute to the Inland Empire economy through entrepreneurship, employment, internships, and/or volunteer service.

POSITION SUMMARY

The Career Advisor will assist with the implementation and administration of the career access program. The Career Advisor will provide career planning support to students in BLU's youth development program, at local schools, colleges and community organizations. This includes working closely with students for career development including career assessments, exploration, professional readiness and mentorship. This position requires experience or interest in youth mentorship, workforce development, and case management.

RESPONSIBILITIES

- Provide individual and small group advising to students
- Administer and ensure completion of various career assessments to identify student's strengths, skill sets, interests and purpose.
- Assist with the career exploration of multiple career pathways
- Support students complete BLU's professional development plan
- Support, monitor, and track student recruitment onboarding process and placement with identified & established business and industry partners
- Manage and maintain accurate records; monitor/track student progress weekly
- Manage and maintain database and programming software for students and business partners participating in the work experience program
- Mentor and build relationships with students & families
- Conduct home visits to families
- Coordinate and deliver workshops and presentations to parents, students, and community partners regarding program participation
- Engage and recruit students to participate in the organization's programs
- Work closely with the college access program to align the student's personal education plan with their chosen career pathway.
- Utilize relationship building to support and maintain employer accounts to ensure student career opportunities, experiences and placements
- Provide ongoing retention services to support both the employer and the BLU student
- Assist with and participate in special events/projects as needed
- Perform other duties as assigned

QUALIFICATIONS

- **MUST** enjoy and be willing to effectively engage with the Black, Indigenous, Latinx and other underrepresented/underserved communities
- High level of proficiency in Microsoft Office (Word, Excel, PowerPoint) & Google Suite programs, the Internet for research, and email functions for correspondence



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QUALIFICATIONS (cont.)

- Ability to create and carry out presentations before groups
- Excellent written, analytical, oral and interpersonal communication skills
- Ability to communicate and work cooperatively with staff, community partners and organization's constituents
- Must carry self in a professional and ethical manner and maintain strict confidentiality
- Reliable, strong organization skills, ability to carry out job duties and to meet deadlines
- Must be energetic and a self-starter, with the ability to work independently and effectively under pressure
- Flexibility, sense of humor, ability to adapt easily to shifting priorities and deadlines.
- Must be well groomed, inclusive of attire and personal hygiene
- Dependability and punctuality are a must!

REQUIREMENTS

Education: Bachelor's Degree from a regionally accredited college

Experience: Must have demonstrated work experience, confidence and success in working with Black, Indigenous, Latinx and other underrepresented youth and families

AND

Previous experience in fields related to student services, career services, mentoring, youth development, teaching, counseling, or leadership development.

Candidates must pass the TB test, criminal background check, have personal transportation available for job related travel, valid California Driver's License and automobile insurance.

SALARY AND BENEFITS

This is a full-time position with an annual salary range of \$47,840-\$60,320 commensurate with experience. Benefits include medical, dental, vision, sick and vacation time, and 13 paid holidays a year.

WORK SCHEDULE

30-40 hours per week during the school year. 30-35 hours per week during summer months. Must be available Monday-Friday from 8am-8pm. Regular schedule will include some evenings, weekends and travel. Hours may vary depending on the needs of the organization.

APPLICATION PROCESS: This position will be available immediately. Application materials are now being accepted. Review of resumes will begin immediately and continue until the position is filled. The position may close when an adequate number of qualified applications are received.

How to Apply: Interested and QUALIFIED candidates should email the following:

1. Cover Letter - Include 1) qualifications, experience and desire to work with Black, Indigenous, Latinx and underserved youth/communities; and 2) future career goals
2. Current Resume
3. Professional References (3) - Include Name, Title & Company, phone number

Please send cover letter, resume and references to: **info@BLUedfoundation.org**
For information, please visit www.BLUedFoundation.org