



JOB ANNOUNCEMENT

Job Title: Career Specialist
Reports to: Economic Integration Manager
Status: Full time

English for New Bostonians (ENB) invests in the future of our region by creating opportunities for immigrants to pursue their educational, economic, and civic aspirations. We make and manage grants to ESOL programs, provide training and technical assistance, and lead the statewide English Works Campaign, focusing on increased business investment in ESOL, policy advocacy, and capacity development. Each year, ENB programs provide a gateway for 1,000 immigrants to participate in Boston's economic and civic life.

The Career Specialist will provide group and individual workforce readiness coaching to Limited English Speakers (LES) in ENB's adult English for Speakers of Other Languages programs, including a sector-specific initiative known as Immigrant Futures in the Food Industry (IFFI). IFFI assists individuals to improve their English and work readiness in order to enter and advance in the food manufacturing industry. ENB's Career Coaching Team is a specialized, centralized network of coaches to work with ESOL students, within a system tailored to diverse LES subpopulations. Coaching helps students prepare for the job market, use technology as part of their job search, learn about U.S. work culture, and connect with and be hired by employers who will treat them with respect. The Career Specialist will provide group and individual counseling to students, build workplace readiness skills, teach and assist students to complete résumés appropriate for the U.S. labor market, prepare for interviews, and successfully enter, retain and advance in employment.

The Career Specialist will work alongside ENB's highly collaborative staff, and work with employer partners, and community-based ESOL programs to ensure high-quality planning, delivery, and continuous improvement of our economic integration ESOL programming. The Career Specialist reports to the Economic Integration Manager.

DUTIES AND RESPONSIBILITIES:

1. Provide coaching to participants individually to assess each participant's job readiness skills to successfully attain employment. For students in the IFFI program, the focus will be on employment in the food manufacturing industry.

2. Conduct workshops on goal setting, career exploration, resume writing, diversity in the workplace, attitude on the job, attendance, and other work readiness skills.
3. Assist participants 1-on-1 with job applications, résumés, interview prep, etc.
4. Engage employment partners and community partners to come and speak to the participants and arrange for tours of employer facilities.
5. Facilitate job interviews and job placement for participants. The job coach is the liaison with employers for job placement and retention.
6. Provide post-employment job retention coaching to participants for the duration of the grant.
7. Participate actively in all training, including ENB Career Coach/Specialist training.
8. Work collaboratively with ESOL Instructors and staff at ESOL programs to ensure that the job readiness curriculum and coaching align with the employer and student needs.
9. Collect evaluative information, such as student wage data, exercising discretion in handling confidential information.

Cross-ENB Collaboration

1. Collaborate with staff across ENB to maximize organizational resources. Assist in promoting ENB's programmatic accomplishments by collecting and curating student stories and quotes, assembling information and reports, etc.
2. Assist with ENB-wide events and special projects.
3. Perform related duties as assigned or as needed.

QUALIFICATIONS

1. Two (2) or more years of counseling/advising experience in a workforce development or related program working with English language learners.
2. Ability to develop a strong professional relationship with students concerning career planning and goal attainment leading to employment.
3. Excellent oral and written communication skills.
4. Bilingual (English/Spanish).
5. Ability to work some evening hours each week to accommodate student schedules.
6. Experience using web-based job search resources and techniques.
7. Versatility using Office suite, Google Suite, and digital communication platform

This is a full-time position, with a mix of in-person and remote work days anticipated for the foreseeable future. Proof of completed course of Covid-19 vaccination and booster is required.

Salary and Benefits

In addition to the satisfaction of elevating the important contributions that immigrants make to Boston and our nation's success, the successful applicant can anticipate a salary of \$55-60,000, friendly colleagues, a flexible work environment, and the following benefits:

- Excellent health and dental benefits.
- 403(b) retirement plan, with additional contribution by ENB after two years.
- Generous paid time off package including annual office closure Christmas – New Year's.

To Apply

Please apply by March 24, 2023. We will start reviewing applications as received. Early applications are preferred.

Submit your résumé and a thoughtful cover letter detailing your experience and motivation for serving immigrants in their journey to educational and economic success through this position saved as a PDF. Title your resume with YOUR LAST NAME and your cover letter with YOUR FULL NAME, and email them to info@englishfornewbostonians.org with the subject line "CAREER SPECIALIST POSITION."

English for New Bostonians is an Equal Opportunity Employer and is committed to ensuring our staff and board reflect the racial, ethnic and linguistic diversity and lived experiences of the immigrants and others we are privileged to serve. People of color are highly encouraged to apply.