

ASPIRE

Full Time Staff Position Available: Academic & Career Counselor

Purpose of Organization:

ASPIRE provides unique and engaging programs and services to help prepare young adults for their future careers. We use a collaborative approach to our program design, partnering with government, education, non-profit and industry partners, in order to offer diverse career exploration opportunities.

Program Overview:

Aspire seeks a full time Academic & Career Counselor to primarily support our Young Adult Career Initiative (YACI). YACI prepares out-of-school young adults ages 16-24 (OSY) to make a successful transition into self-sufficiency and financial independence, through high school equivalency/academic support; work experience leading to career opportunities; career skills training; and personal supportive services. Through our strategic collaboration with Rowan College at Burlington County Workforce Development Institute (RCBC-WDI); Rowan College at Burlington County Adult Basic Education (RCBC-ABE); Innovative Staffing & Business Solutions; Oaks Integrated Care; Burlington County American Job Center; PNC Bank; and other key partners, participants have access to a variety of supports critical for their success.

Key Responsibilities:

- Academic & Career Counselor will provide academic & career case management services for a caseload of approximately 25-35 participants (ages 16-24). Position requires intensive academic monitoring and follow-up to ensure participants remain on track to obtain their high school diploma. Academic & Career Counselor will communicate frequently with key collaborative partners to monitor academic progress & identify additional resources as needed for student progress. Program Associate will provide detailed documentation of case management notes that reflect participant progress and contacts from staff.
- Academic & Career Counselor will provide individualized & small group workplace skills training to instruct participants on the essential skills needed for employment. Training is currently being provided virtually, but future in-person training is expected.
- Academic & Career Counselor will provide input on new program development and expansion to serve young adults in our focus areas on workforce development and student leadership training.
- Academic & Career Counselor will assist the Aspire team with other programs and administrative responsibilities, as needed.

Qualifications:

- 3-5 years' experience with at risk young people (16-24 yrs. old) in a training, academic or related field
- College degree preferred
- Excellent written and verbal communication skills
- Highly positive and enthusiastic style, capable of motivating others
- Relationship development and management skills with the ability to foster a team approach to youth development by supporting collaboration among partner organizations
- Must be organized, detail oriented and be able to work independently
- Familiarity with Burlington County communities
- Technology literate (comfortable learning new software programs and proficient with Microsoft office)
- Must have a reliable vehicle and possess a valid driver's license and insurance

Email cover letter, resume, and salary requirements to:

info@aspireyouth.com with the subject line "Academic & Career Counselor"

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