



## **Wellspring House, Inc.**

### **Youth and Young Adult Career Advisor– Gloucester, MA**

#### **WHO WE ARE**

Founded in 1981, Wellspring House Inc. is a leading non-profit organization with programs extending throughout the 20 cities and towns of Massachusetts' North Shore region. Our mission is to inspire families and adults to achieve employment and financial security through stable housing, education, job training and career readiness.

**Reports To:** Director of Education and Career Pathways

**FLSA Status:** Non-exempt, Full-Time

**Wages:** Compensation Range = \$25.50 - \$28.00 an hour

#### **Required Qualifications and Experience**

- Knowledge of career opportunities and employers for youth and young adults who are culturally, linguistically, racially, and socio-economically diverse
- A minimum of 2 years-experience with career and educational counseling
- Keen insight and ability to present engaging workshops to students interested in seeking post-secondary opportunities
- Ability to work effectively and collaboratively in a team
- Skilled in Windows and Microsoft Office/Google Suite, video-conferencing and a variety of internet and cloud-based platforms
- Bachelor's Degree in Education, Psychology, Human Services or related field
- Proficiency in English (Bilingual candidates encouraged to apply)

#### **Skills, Abilities and Competencies**

- Superior organizational skills, while also possessing the flexibility, creativity, and empathy needed to motivate others and adapt to individual needs
- A growth mindset and desire to continuously refine and improve practices / approaches
- Excellent verbal communication skills with an ability to motivate and connect with others and present information in a clear manner
- Highly collaborative and communicative, yet able to take initiative and be self-directed
- Unwavering commitment to honoring and boosting the confidence, strength, agency and unique power within each person
- Deep commitment to social justice, diversity, equity and inclusion

## **Essential Duties and Responsibilities**

Working on a two-person Wellspring team based out of Gloucester High School, the Youth and Young Adult Career Advisor provides advising and coaching to a broad range of students. The Career Advisor assists students as they navigate career choices to help them make well-informed decisions for their education, training, and employment. Three scaffolded opportunities are offered to assist students in their next steps. These three tiers include: embedded classes in the English and History departments, student success workshops, and one-to-one coaching by Wellspring personnel.

---

### **Tier 1~ Embedded Classes at Gloucester High School**

As part of a two-person team, the Career Advisor provides a series of engaging seminars to students in Gloucester High School's Reading and Writing Beyond High School class and additional class(es) to be determined. The Career Advisor evaluates students' involvement in practical post-secondary preparation, such as industry-specific training programs, trade schools, or jobs that lead to financial security. Students who require additional support to develop plans or require assistance to carry out these plans will be assigned to one-to-one coaching sessions with the Career Advisor.

### **Tier 2 ~ Post-Secondary Workshops**

When considering their next steps, cohorts of students who have been referred by counselors and staff will participate in post-secondary workshops. The workshops are focused on specific areas of need and are held outside of the classroom, but during the school day. Topics may include, education and training advice, career trends, networking, resume and cover letter development, interviewing techniques, and job search methods.

### **Tier 3 ~ One-to-One Coaching**

With an individualized approach, the Career Advisor helps a subset of students investigate their passions, aptitudes, and goals in a targeted and concentrated way. The Career Advisor helps students define reasonable short- and long-term goals. They assist students in making well-informed decisions regarding their next steps by offering information on a range of post-secondary options.

---

### **Primary Duties:**

- Forges relationships with the Gloucester High School Guidance Department and staff
- Develops, implements, and presents a series of engaging career-based workshops to assigned classes and GHS staff assigned cohorts
- Conduct one-on-one counseling sessions to unpack and evaluate post-secondary goals including gap years
- Provides and analyze career-based assessments
- Creates tangible opportunities for workforce development exploration
- Attends regularly scheduled meetings with the Coordinator of Counseling and/or staff
- Constructs student success plans with SMART goals and action steps
- Enters required information into Wellspring's database daily

- Assists students with applications and/or research about grants or scholarships
- \*Responsibilities in the above areas may shift as the needs of the organization and the programs change over time.*

The Youth and Young Adult Career Advisor meets and communicates regularly with the Director of Education and Career Pathways, the Academic Advisor / Database Administrator, and the Coordinator of Counseling and Operations at Gloucester High School.

---

Work Location: 70% (3.5 days) of the time onsite at Gloucester High School (during the academic year) with other days/times at Wellspring's offices in Gloucester. There is an opportunity to work remotely 1 day per week.

To apply, send a cover letter and resume to: [jobs@wellspringhouse.org](mailto:jobs@wellspringhouse.org). In the subject line, write your name and the position title. We will contact ONLY those individuals selected to continue in the search process. No phone calls please.

Wellspring is an Equal Opportunity Employer that is committed to creating an inclusive organization. We actively seek a diverse pool of candidates for this position.