



Wellspring House, Inc.

Youth and Young Adult Academic Advisor– Gloucester, MA

Department: Career Pathways

Reports to: Director of Education and Career Pathways

FLSA Status: Non-Exempt

Hours Per Week: 40 hours per a week

Compensation Range: \$30.00-\$33.00 per hour

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.

WHAT WE SEEK

Required Qualifications and Experience

- Knowledge of the college application process and college programs/offering 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 (Multilingual 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

The Youth and Young Adult Academic Advisor assists students as they navigate post-secondary opportunities to help them make well-informed decisions for their education, training, and employment. Two scaffolded opportunities are offered to assist students in their next steps:

Tier 1 - Embedded Classes at Gloucester High School

In a two-person team, the Youth and Young Adult Academic Advisor facilitates dynamic, interactive seminars in classroom settings for Gloucester High School students, with a priority placed on students who require extra assistance to make viable, concrete plans for next steps after graduation. The Advisor collaboratively works with teachers and school staff to provide targeted academic coaching, strengthen student engagement and success, and help students develop realistic postsecondary pathways aligned with their interests, strengths, and goals, including college, employment, and other opportunities following graduation.

Tier 2 - One-to-One Coaching

Classroom presence helps to build the foundation for one-to-one coaching with Gloucester High School students. The Youth and Youth and Young Adult Academic Advisor provides concentrated, customized advising with individual students during on-site hours to explore and execute tasks leading to post-secondary plans. In addition to students already known through classroom time, they may be referred for one-to-one coaching by the Guidance Team, Faculty, or other high school colleagues.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Forge and maintain relationships with the Gloucester High School Guidance Department and staff
- Develop, implement, and deliver career readiness and postsecondary planning workshops across Reading and Writing Beyond High School classes, Multilingual Learning settings, Career Vocational Technical Education shops and exploratory classes, including co-teaching and push-in support to CVTE shops
- Conduct one-to-one coaching sessions to evaluate goals, develop individualized postgraduate plans, and provide ongoing advising and application support
- Facilitate student learning in key areas including career readiness, job search strategies, postsecondary education, industry-specific training pathways, continued language development, financial literacy, and basic adulting skills
- Enter required information into Wellspring's database on a daily basis
- Meet weekly directly with the Director of Education and Career Pathways

- Assess levels of alumni success and engagement through text messages, phone calls, in-person/virtual meetings, etc.

Note: This job description may change without notice based on the needs of the organization.

COMPENSATION

The compensation range for this position is \$30.00-\$33.00 per hour, commensurate with experience and skills. Employees at Wellspring House with a regular schedule of at least 30 hours per week are eligible for medical, dental, and life insurance benefits. Other benefits for regular part-time and full-time employees include paid holidays and accrued vacation time. All employees are also eligible to participate in a Simple IRA retirement plan with matching contributions up to 3% of your gross wages.

WORK ENVIRONMENT, LOCATION, AND SCHEDULE

Work Location: The position is based on site at Gloucester High School five days per week during the academic year. During scheduled school breaks, the position shifts to Wellspring's office at 302 Essex Avenue in Gloucester. When assigned to work at Wellspring, there is an opportunity to work remotely one day per week with prior approval from the supervisor.

DIVERSITY EQUITY AND INCLUSION

Wellspring is committed to providing opportunities to people regardless of economic or social status. We strive to be inclusive in our engagement with our clients, our coworkers, and our external collaborators so that all feel welcome and empowered to do their best. It is incumbent upon every team member to treat others with respect.

We do not discriminate based on race, color, national origin, gender, gender identity, age, religion, marital status, sexual orientation, ancestry, public assistance, veteran history/military status, genetic information, or disability in providing our services.

APPLICATION PROCESS

Wellspring is currently accepting applications. When the position is filled, this job posting will be removed. Please respond directly to the job posting on Indeed. You may also send your resume and cover letter via email to: jobs@wellspringhouse.org. In the subject line, write your name and the position title. We will review all submissions, identify candidates, and 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.