

**Title: Career Advisor Intern (Graduate) #CA10081**

**Description:** Under the direction of the Executive Director and Program Coordinator of of the Newark Workforce Development Board, the Career Advisor Intern serves as a critical link between the Newark Works Career Training Center, Newark 2020 Jobs Program, vocational trainings, college programs, job readiness training programs/services, and Newark residents enrolled in the the Newark 2020 program, by providing career, education and training advice and guidance.

Assists in the fulfillment of the Newark 2020 vision of recruiting, training, and assisting 2,020 Newark residents in obtaining full-time employment at living wages in Newark, NJ by bridging the gap between employers and job seekers.

**Key Responsibilities:**

- Evaluate job seekers abilities, interest, talents, skills, and personality characteristics to establish realistic career goals that are accomplished through counseling sessions, career path and academic planning, and job readiness training
- Interprets career assessments and utilizes local LMI demand occupation list, career ladders, assessments, and personal profile reports, career interest and work importance profiles, to discuss and create an Individual Career Plan (ICP) and/or Individual Academic Plan (IAP) based on realistic and achievable goals
- Assist job seeker with developing job search skills, including resume writing and interviewing techniques; works with office recruiters to match job seekers to employers, and provide access to job opportunities with anchor institutions and community employers
- Utilize internal systems and software for case management, assessments, trainings, and job placement
- Assist Program Coordinator with intake, assessment, orientation, research and reporting responsibilities
- Assist with data collection and analysis
- Maintain confidential files and information

**You will gain:**

- Fieldwork experience in case management, client assessment, social services and wrap around services referral process
- Experience in coaching and individualized career planning
- Experience developing supplemental job search tools: personal branding, 30 second pitch, and networking strategies
- Ability to read and interpret workforce demand forecast, labor market data, and statistical models
- Knowledge of Newark, NJ demographics with with specific understanding and awareness of job skill requirements within the local job market
- Ability to analyze labor market information as it relates to the development and placement of job seekers in the region
- Greater understanding of the socio-economic forces that impact local hiring initiatives

**Qualifications:**

- Currently enrolled in a Graduate Studies Program in Public Administration, Social Work, Public Policy, Sociology, or Business Administration
- 2 years of full-time work experience
- Effective interviewing, presentation, organizational, written, and verbal skills
- Goals oriented: ability to meet time commitments and follow through to task/job completion; strong work ethic and capacity for responsibility
- Ability to work independently
- Strong interpersonal skills: communicates effectively with individuals from diverse economic backgrounds, as well with all types and levels of academic achievement; ability to use collaborative practices to build support for objectives; build positive relationships within and outside of the agency; involves others, and disseminates information; seeks solutions where all parties can contribute and benefit; recognizes and respects diverse ideas; encourages and supports others
- Commitment to quality emphasizing the need to deliver quality services; defines standards for quality and evaluates products, processes, and/or services against those standards and manages quality
- Shows work commitment by setting high standards of performance; pursues aggressive goals and works hard to achieve them
- Proficient in Office 365 and all related business software

**Supervision:** The Executive Director and Program Coordinator to provide oversight, training, and guidance.

If you meet the above requirements, we'd love to hear from you. Submit your resume and two resumes you've edited or written. If selected for further evaluation, you will be contacted via email.

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