



ADULT EDUCATION PROGRAM

CAREER PATHWAYS SPECIALIST POSITION DESCRIPTION

North Orange County Adult Education Consortium (NOCRC) position descriptions are Adult Education Program (AEP) specific and supplemental to the North Orange County Community College District’s (NOCCCD) approved descriptions.

Workgroup:	Combined Workgroup
Strategy:	Outreach, Pathways, & Student Support/Regional Workforce
Job Title:	Professional Expert: Career Pathways Specialist

Primary Purpose:

Under the direction of the CTE/I-BEST Special Projects Manager, provide individualized career services, promote employment readiness, and facilitate career pathways preparation for adult education students throughout the NOCRC region.

Essential Functions:

1.	Assist with implementing the AEP Outreach, Pathways, and Student Support Strategy, as well as the Regional Workforce Strategy.
2.	Assist in the development and maintenance of career readiness and exploration resources for use by students and staff.
3.	Conduct workshops on employability skills, job search techniques, resume preparation, interview techniques and processes, cover letter development, and workplace etiquette.
4.	Provide motivational coaching and technical support in the Career Resource Center to students as they pursue exploration and/or goals related to career pathways, employment progress and/or educational advancement.
5.	Conduct outreach and collaboration efforts at regional employment agencies, workforce development boards, and other AEP partner organizations.
6.	When directed, provide one-on-one coaching to provide individualized career services for students. To include areas such as: assessment of students’ training, experience, and employment readiness; assistance with resumes and interview preparation; soft skills development; and job searching techniques.
7.	Assist in the development of trainings and workshops related to employment readiness, job search techniques, interviewing strategies, resume preparation, communication, and time management.
8.	Compile and maintain a variety of records, logs, and files related to the Career Resource Center and outreach activities.
9.	Learn and apply new and emerging technologies such as Career Coach, Online Assessments, CareerXP, etc. as necessary to perform required duties.
10.	Perform other job duties as needed.

Minimum Qualifications - Education and Experience:

Associate’s degree from an accredited college/university with relevant course work in human resources, public relations, business administration, behavioral or social sciences, or related field.

Two years of increasingly responsible experience and/or training in workforce development, student



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support, career advising, job development, and/or business services.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

Desired Qualifications:

Experience using career related assessments and online inventory tools.

Experience facilitating small and large group workshops and/or training events.

Experience working in or with Career Technical Education/Career Education programs.

Experience working in or with community-based organizations and other related non-profit organizations that individuals assist individuals from low socioeconomic backgrounds, unemployed/underemployed, disconnected youth, foster youth, high school dropouts, homeless, offenders, individuals with disabilities, English Language Learners, Immigrants, Veterans, or older adults with meeting employment goals.

Experience working in a career center, counseling department, or workforce center.

Experience using computers, including programs such as the Microsoft Suite tools and other workforce/career related software.

Knowledge, Skills, and Abilities:

Knowledge of career counseling and guidance techniques, mentoring, motivational interviewing, and culturally competent practices.

Ability to effectively communicate verbally and in writing, as well as understand verbal and written directions.

Ability to operate a computer and other technology.

Ability to facilitate employment readiness workshops in small and large groups effectively using activity-based learning or similar techniques to engage students.

Ability to work with adult education students and/or individuals enrolled in Career Technical Education (CTE), English-As-A-Second-Language (ESL), Disability Support Services (DSS), Diploma/Basic Education, and community college with barriers to employment and education.

Ability to assist individuals from low socioeconomic backgrounds, unemployed/underemployed, disconnected youth, foster youth, high school dropouts, homeless, offenders, individuals with disabilities, English Language Learners, Immigrants, Veterans, and older adults with meeting



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employment goals.
Ability to inform students of industry recognized licenses and certifications necessary for advancement through various career pathways.
Knowledge of community based organizations, human services agencies, non-profit organizations, and programs in the region that serve targeted demographics and barriers.
Knowledge of regional Labor Market Information, high-demand industries, and career pathways, WOTC employer tax credits and employer incentives, and local Workforce Development Board policies.
Ability to plan and organize workload in order to meet daily/weekly schedules and strategy deadlines.
Ability to work independently with little direction.
Ability to establish and maintain effective working relationships with others.

Special Requirements:

Travel to and from various worksites to perform outreach, workshops, and related work is required. All candidates must possess a valid driver's license, insurance, and be able to drive within the Orange County regional area.

Working Relationships:

The Career Pathway Specialist maintain frequent contact with various departments, faculty, staff, students, and outside agencies.

Working Conditions:

Office and/or laboratory environment; subject to sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities. May be subject to performing physical activities, such as, but not limited to, lifting, bending, standing, climbing or walking while performing demonstration and providing student assistance.