

Position: Career Advisor

Networks Northwest/Northwest Michigan Works! is seeking a full time **Career Advisor** to join our team in Petoskey. As an advisor, you will provide guidance and instruction to individuals seeking career assessment, career planning, and job search strategy assistance. This is a full-time professional position involving direct customer contact. This position works collaboratively with internal and community partners to provide a wide-range of career services to customers.

Responsibilities of this position include, but are not limited to:

- Assess and evaluate customers' work, education, and training background.
- Assess and evaluate customers' work related skill sets as applicable to local in demand employment opportunities.
- Assist customers in overcoming obstacles to employment.
- Review customer information to determine if intensive services are needed.
- Refer customers for in-depth assessment, counseling, and work readiness activities.
- Provide access to career related on-line resources and workshops.
- Facilitate customer understanding of the current job market and employer expectations.
- Assists with customer resumes, mock interviews and soft skill development.
- Work with the Northwest Michigan Works! Business Services Team to facilitate career planning and networking groups.
- Assist with job fairs and special events.
- Direct customers to community resources.
- Develops Individual Service Strategy with customers by identifying activities and action steps needed to meet customer needs and achievement of goals.
- Maintain a positive rapport with clientele including follow up, reporting of outcomes and regular case note data-entry.
- Develop and conduct work readiness, career development, and employability skills workshops.

Required Qualifications, Knowledge, Skills, and Abilities include:**Essential Qualifications, Knowledge, Skills and Abilities Desired**

- Associate's Degree or equivalent experience preferred.
- Case management skills.
- Experience in education, human services or related fields.
- Ability to develop effective partnerships and collaborative relationships.
- Ability to lead, coach and mentor customers in a positive manner.
- Excellent oral and written communication skills.
- Ability to work effectively as a member of a team, and adhere to policies and procedures.
- High level of customer service and interpersonal skills.
- Demonstrated competence in Microsoft Office and other software.
- Possession of a valid driver's license and insurable to drive agency vehicles.
- Knowledge of the local labor market and public and private sector employment practices.
- Proficient with Google suite operation, social media, and business software

This is a full-time salaried position starting at \$45,000 annually and is eligible for Northwest Michigan Works! Full benefits package that includes: comprehensive health, dental, and vision insurance with employer paid premiums; life insurance; disability insurance, employer paid deferred compensation retirement package; paid vacation, sick leave, personal time, and holidays; cell phone, and computer.

How to Apply:

Interested candidates please email their **cover letter** and **résumé** by August 12 to: Cristal Guinan, Director of Human Resources at cristal.guinan@networksnorthwest.org. Learn more about Northwest Michigan Works! and the job posting at [Careers : Networks Northwest](#)

Networks Northwest/Northwest Michigan Works Northwest is an Equal Opportunity Employer.

Network Northwest/Northwest Michigan works provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.