

Job Title: Learning Lab Specialist - South

Department: Adult Education

Reports to: Regional Director of Adult Education

FLSA Classification: *Non-Exempt*

Date: *March 28, 2024*

Job Summary:

This is a professional position that functions as a key member of the adult education team working directly with adult education students and the learning lab aide to provide career planning and guidance to adult education participants in the Cadillac, Manistee and Benzie Learning Labs.

Supervisory Responsibilities:

- *None.*

Duties/Responsibilities:

- *Collaboratively work with the Adult Education Regional Director to implement and manage career navigation in the NW MI Works! Learning Labs for adult education participants.*
- *Collaboratively work with the NW MI Works! Service center and Learning Lab teaching staff to help learning lab participants develop career goals and strategies.*
- *Build relationships with the NW MI Works! Career Advisors and JMG specialists to create a network of communication with local postsecondary education providers and employers as a resource to help adult education participants build career pathways.*
- *Attend local Community Collaborative meetings to discover local resources to help remove barriers to education and employment for adult education participants.*
- *Take Adult Education Participants on Campus Visits to the local community colleges.*
- *Organize job shadowing and information interview opportunities for adult education participants to enhance the participant's knowledge of new career options.*

Required Skills/Abilities:

- *Relevant background and experience in career planning and navigation.*
- *High level of interpersonal skills in working with a diverse population.*
- *Strong organizational skills and demonstrated ability to develop new programming.*
- *Excellent written and verbal communication skills as well as computer skills.*
- *Ability to effectively work as a member of team.*
- *Possession of a valid driver's license and insurable to drive agency vehicles.*
- *Frequent day travel required with use of company vehicle or personal vehicle mileage reimbursement*

Education and Experience:

- *Bachelor's Degree in the educational field preferred.*

Other Duties:

- *Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

Compensation and Benefits:

This is a full-time (40 hours/4 day per week) hourly position starting at \$21/Hour. The employee is entitled to the Networks Northwest fringe 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, and holidays.

How to Apply:

Interested candidates are to email their cover letter and résumé to: Christy Nelson at christy.nelson@networksnorthwest.org. Learn more about Northwest Michigan Works! and the job posting at nwm.org/JobPostings.