

The CIRI Foundation

JOB DESCRIPTION

Position: Education & Career Pathways Advisor

Type: Full Time, Non-exempt

Salary Range: \$32-\$36/hr, depending on qualifications and experience

Reports to: Director of Advancement and Community Engagement

General Functions:

The Education & Career Pathways Advisor supports CIRI Shareholders and Descendants in identifying, pursuing, and achieving educational, workforce training, and career goals that lead to meaningful employment and self-sufficiency. The Advisor provides individualized coaching, case management, career planning, and resource navigation services while building partnerships with schools, employers, workforce development organizations, training providers, and postsecondary institutions.

The Advisor serves as a bridge between education and employment by helping participants explore opportunities, access resources, complete educational and training milestones, and successfully transition into careers. The position requires regular outreach and travel throughout the CIRI region and engagement with Alaska Native communities and families.

Key Responsibilities

Participant Advising & Case Management

- Provide individualized education, training, and career advising to participants.
- Assist participants in developing and implementing education and career pathway plans.
- Conduct ongoing case management, follow-up, and progress monitoring.
- Help participants identify and overcome barriers to educational and career success.
- Maintain accurate participant records, case notes, and service documentation.

Postsecondary & Financial Aid Navigation

- Assist participants and families with FAFSA completion and financial aid processes.
- Support scholarship identification and application completion.
- Guide participants through college admissions, workforce training, certification, apprenticeship, and military application processes.
- Monitor participant progress toward enrollment, persistence, credential attainment, and completion.

Career Development & Workforce Readiness

- Provide career exploration, career planning, and labor market information.
- Assist participants with resume development, interviewing skills, professional communication, and job search strategies.
- Connect participants with internships, apprenticeships, mentorships, job shadowing, military opportunities, and employment resources.
- Support successful transitions into postsecondary education, workforce training, military service, or employment.

Outreach & Community Engagement

- Conduct outreach activities in schools, villages, and communities throughout the CIRI region.

- Deliver workshops, presentations, and training related to education, financial aid, workforce readiness, and career development.
- Participate in community events, career fairs, FAFSA workshops, and educational outreach initiatives.
- Engage families and support systems as partners in participant success.

Partnership Development

- Develop and maintain collaborative relationships with employers, training providers, apprenticeship sponsors, workforce development agencies, Tribal organizations, schools, and postsecondary institutions.
- Identify opportunities that expand access to education, training, internships, apprenticeships, and employment.
- Represent TCF in workforce, education, and community partnership meetings.
- Support the development of sustainable education-to-employment pathways for participants.

Program Evaluation & Reporting

- Track participant engagement, educational outcomes, workforce outcomes, and program impact.
- Prepare reports and maintain data necessary for program evaluation and continuous improvement.
- Identify trends, barriers, and opportunities affecting participant success.
- Contribute to strategic planning and program development initiatives.
- Perform other duties as assigned.

Success Factors

Successful performance in this position is demonstrated through:

- Maintains an active caseload and participant engagement levels consistent with program goals and organizational expectations.
- Building trusting and productive relationships with Shareholders, Descendants, families, and community partners.
- Supporting participants in achieving educational, training, credential, and employment goals.
- Maintaining effective partnerships with schools, Tribal organizations, employers, workforce development agencies, and postsecondary institutions.
- Delivering culturally responsive services that reflect and honor Alaska Native values, traditions, and communities.
- Maintaining accurate records, documentation, and participant outcome data.
- Utilizing participant and program data to identify trends, improve services, and support organizational decision-making.
- Demonstrating initiative, accountability, professionalism, and effective time management while balancing advising, outreach, travel, and reporting responsibilities.
- Advancing The CIRI Foundation's mission of promoting self-sufficiency through education, career development, and workforce readiness.

Skills, Knowledge, and Abilities

Knowledge

- Postsecondary education systems, admissions processes, and financial aid programs.
- FAFSA and scholarship application processes.
- Workforce development programs, apprenticeship systems, and career pathways.

- Alaska labor market trends and employment opportunities.
- Career and Technical Education (CTE) programs and workforce training resources.
- Principles of case management, participant engagement, and coaching.
- Alaska Native cultures, communities, and values.

Skills

- Relationship building and stakeholder engagement.
- Career coaching and educational advising.
- Public speaking, presentation, and workshop facilitation.
- Data collection, reporting, and program tracking.
- Organization, prioritization, and time management.
- Conflict resolution and problem-solving.
- Microsoft Office Suite and database management systems.

Abilities

- Establish trust and rapport with youth, adults, families, and community partners.
- Communicate effectively with diverse audiences.
- Work independently while managing multiple priorities.
- Analyze participant needs and recommend appropriate resources.
- Maintain confidentiality and exercise sound professional judgment.
- Travel regularly throughout Alaska, including rural communities.
- Work effectively in culturally diverse environments.

Minimum Experience and Qualifications:

Required

- Bachelor's degree from an accredited college or university.
- Minimum five (5) years of progressively responsible experience in education, counseling, advising, workforce development, student services, career coaching, or a related field.
- Experience working with youth, postsecondary students, adult learners, or families.
- Experience coordinating multiple projects and maintaining accurate records.
- Valid Alaska driver's license or ability to obtain one.

Preferred

- Master's degree in Education, Counseling, Workforce Development, Social Work, Student Services, or a related field.
- Experience working with Alaska Native communities and organizations.
- Experience with FAFSA, financial aid counseling, scholarship advising, or college access programs.
- Experience developing partnerships with employers, workforce agencies, educational institutions, or Tribal organizations.
- Experience using participant outcome data to support program evaluation and improvement.
- Experience facilitating workshops, training sessions, or public presentations.

Standards of Employee Conduct:

- Strong commitment to the mission of The CIRI Foundation.
- Professionalism and respect for all team members, with a positive and collaborative attitude.
- Commitment to quality results through continuous improvement.
- Responsible use and care of company equipment and materials.
- Adherence to attendance policies, including prior notification of absences.
- Respect and protection of confidential information.
- May provide support to team members by sharing knowledge of assigned tasks and office procedures as appropriate.

Physical Requirements:

- Ability to sit, stand, walk, bend, reach, and perform routine office activities.
- Ability to operate standard office equipment, including computers, printers, and mobile devices.
- Ability to lift and carry materials weighing up to 25 pounds.
- Ability to travel by automobile, small aircraft, and commercial aircraft throughout Alaska.
- Ability to work occasional evenings and weekends to support community events, workshops, and travel schedules.
- Ability to work in varying weather conditions and remote community environments when traveling.

Working Conditions

- Regular travel throughout the CIRI region, including overnight travel to rural communities.
- Occasional evening and weekend work required to support community events, workshops, outreach activities, and travel schedules.
- Work is performed in both office and community settings.

Job Description Approval

Employee: _____ Date: _____
(Signature)

Supervisor: _____ Date: _____
(Signature)

Disclaimer: The information in this job description outlines the general nature and level of work performed by employees in this role. It is not designed to cover all duties, responsibilities, qualifications, or working conditions. Management retains the right to add or modify duties and designate other functions as essential at any time. This job description does not constitute an employment contract. The CIRI Foundation is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other protected status under applicable law.