

**Adult Education & Career Pathways  
Early Childhood Education (ECE) Career Navigator  
Internship**



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| <b>Reports to:</b>                   | Adult Education & Career Pathways Program Manager  |
| <b>Supervisory responsibilities:</b> | None   |
| <b>Status:</b>                       | Part-time, hourly - paid internship  |
| <b>Compensation:</b>                 | \$22.00 per hour   |
| <b>Location and schedule:</b>        | 10 hours per week: mainly remote, required for occasional in person meetings/events<br>Attending the online ESL class is <u>required</u> : Tuesday & Thursday, 6:30-8:00pm on Zoom |
| <b>Term of Internship:</b>           | Start: May 15th, 2024<br>End: October 15th, 2024   |

**Description & Responsibilities:**

The Early Childhood Education (ECE) Navigator works alongside adult learners enrolled in the ECE English as a Second Language online class to promote career-focused goals setting and resource sharing. The services offered by the Navigator provide learners the stability to focus on achieving their education and employment goals.

**The Navigator will...**

- Attend every online English class and serve as an assistant to the English instructor during the class session.
- Share resources related to gaining a career in the ECE industry.
- Meet with adult learners to clarify goals, share resources related to goals, and make warm handoff referrals to other service providers as needed.
- Documents learners' needs, interests, goals and progress.
- Maintains current knowledge about resources in the community and specific education, training and employment opportunities appropriate for adults who are learning English and/or who are in need of basic skills development.

**Qualifications:**

- Ability to maintain a positive attitude, build rapport and behave professionally in all interactions with colleagues, learners, and partnering organizations
- Near native proficiency in English language
- Adaptability and ability to work independently
- Ability to respond calmly and professionally in high stress/pressure situations
- Ability to research, identify, and organize information relevant to the ECE employment pathway
- Excellent problem-solving skills
- Excellent organizational and writing skills and attention to detail
- Highly proficient user of computers, printers, photocopiers/scanners, projectors, and other office technology
- Highly proficient user of typical office software and applications, e.g. Microsoft Office Suite, Google applications, etc.
- Preferred: Fluent in more than one language
- Preferred: Experience helping adults identify strengths and barriers and maximize strengths to overcome barriers

**To be eligible for hire:**

- Must have U.S. work authorization and Social Security Number.
- Must have a valid driver's license and/or access to reliable transportation to travel to program sites around Denver.

- Must be able to lift up to 50 pounds.
- Must be able to pass a criminal background check.

**Email cover letter and resume to Allie Needham, Adult Education & Career Pathways Program Manager, [aneedham@springinstitute.org](mailto:aneedham@springinstitute.org). Resumes received without cover letters will not be evaluated. **No phone calls.****

*The duration of this position is contingent upon the availability of grant funds and/or the end of the grant period, whichever comes first.*