

Advertisement – Employment and Alumni Advisor

Role title: Employment and Alumni Advisor

Reports to: Pathways Manager

Work Type, Location: Full Time, Brisbane

- Bring your career or student support experience to an NFP with great results
- Join a small, passionate and supportive team; great leave and PBI benefits

Job Summary

Provide intensive, tailored career support to AIEF Alumni seeking employment.

About AIEF

hard heads, soft hearts, capable hands

AIEF was established in 2008 in response to community demand from Indigenous families who choose to enrol their children in boarding schools.

Bringing together the government and private sector, AIEF provides scholarship funding for Indigenous students to complete Year 12 or tertiary studies, with career support to help them make a successful transition to employment.

AIEF has grown from one scholarship student in 2008, to now supporting over 1,000 young Indigenous Australians from over 400 communities from every state and territory across Australia.

www.aief.com.au

The Role

The Employment Advisor is responsible for the provision of intensive, tailored support to AIEF Alumni seeking employment. The role focuses on AIEF Alumni who are currently unemployed, seeking part time work while studying or requiring extensive support in their transition to full-time work after study.

This includes working professionally and strategically with Corporate Partners, employers, employment service providers and ancillary services including accommodation and mental wellbeing providers to ensure that AIEF Alumni are engaged in fulfilling and sustainable careers.

As AIEF's Employment Advisor, you will:

- Build and maintain trusting and respectful relationships with AIEF Alumni so that AIEF is their 'go to' for career advice and support.

- Plan and implement career focused case management for alumni by providing coaching and mentoring that assists them to achieve their career goals.
- Assist ongoing career development by identifying and assisting with employment and study opportunities as well as providing practical support and skills development.
- Actively connect AIEF Alumni to internships and employment opportunities with Corporate Partners where interests align.
- Ensure alumni actively link in to the wider AIEF Alumni network and remain communicative and engaged with AIEF.
- Connect alumni to skill development opportunities like internships, speaking or media engagements and representation of AIEF at industry networking events.
- Build and maintain professional and supportive relationships with key stakeholders including educational partners and corporate contacts.
- Report on program status by maintaining AIEF's stakeholder management database; perform administrative duties and identify areas for improvement to ensure program success.

The Person

The right person for this role is motivated by AIEF's mission and values and has:

- A minimum of a Bachelor's degree in a relevant discipline.
- At least two years' experience in providing career advice and/or achieving successful employment outcomes for young adults.
- Experience in program delivery and improvement preferably in an education and/or employment environment.
- A proven ability to drive program outcomes working autonomously.
- Proven experience in building effective and professional relationships with a range of stakeholders.
- Familiarity with CRM systems and Microsoft Office.

All AIEF employees are required to undergo a National Criminal Record Check by the Australian Federal Police and a Working with Children Check by the relevant State and Territory Government(s) as a condition of employment.

This position is based in our Brisbane office and requires regular travel, including interstate.

To Apply

Please send your resume with a one to two page cover letter addressing the criteria that are listed under "The Person" to jobs@aief.com.au. Please also include where you saw this advertisement.

Applications close midday Thursday 22 October 2020

Aboriginal and Torres Strait Islander People are strongly encouraged to apply