

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.

The Role

- Full Time
- Surry Hills - near Central Station
- Occasional travel, including interstate

The Pathways Advisor is responsible for:

- Preparing AIEF Scholarship Students to transition to further study or employment while they are at school, including through the Mentor Program
- Supporting AIEF Scholarship Students with one-on-one career support as they transition from education to employment and further study
- Delivering and facilitating Pathways Programs events, activities and training sessions for students and mentors
- Checking in with AIEF Alumni and providing ongoing support as needed after school

You will work professionally with Educational Partners, AIEF Mentors, Corporate Partners and other Stakeholders to achieve the best outcomes for Indigenous students.

About You

- Passionate and committed to supporting Indigenous students through education and employment
- Experience working with Aboriginal and Torres Strait Islander people (desirable)
- Have a Bachelor's degree in a relevant discipline or equivalent relevant skills and experience
- Have a minimum of two years' experience providing career advice, achieving successful employment outcomes, or delivering school-aged students or young adults' programs
- Excellent communications skills with an ability to build effective and professional relationships
- Have strong written communication skills, with a high level of attention to detail
- Have a proven ability to drive program outcomes while working autonomously

- Be adaptable, resilient, positive and professional
- Proficiency in Microsoft Office (Word, Excel and Outlook)
- Emulate AIEFs core values of “hardheads, soft hearts and capable hands”

The Reward

- Salary packaging (which can add up to \$15,900 in tax-free pay per year)
- Paid Cultural and Enrichment leave
- Paid Parental Leave
- Additional Annual Leave after 3 years’ service
- Employee Assistance Program, a free and confidential counselling service

Application Information

- To apply for this position please send your resume with a cover letter (maximum two pages) addressing the About You to jobs@aief.com.au. If you have examples of work (e.g. website content, annual report, social media) that you have helped produce, please include the link(s) in your cover letter.
- Please apply as soon as possible, applications are considered as they are received.
- *In line with various State Government's COVID-19 health and safety requirements, AIEF assessment and induction processes may be facilitated remotely using various online tools. The Human Resources Team in collaboration with hiring managers will work with you to find the most appropriate method to ensure your safety and wellbeing and that of our employees.*
- *We encourage applications from Aboriginal and Torres Strait Islander people, people of all ages, people with disabilities, the LGBTQI community, and people from culturally diverse backgrounds.*
- *Employment is subject to satisfactory referee checks, a current employment working with Children Check, National Criminal History check and proof of the right to work in Australia.*