

Pathways Advisor - Sydney

About AIEF

The Australian Indigenous Education Foundation (AIEF) is a private sector led not-for-profit (NFP) organisation that empowers Indigenous students and young adults to build a future through quality education and careers. AIEF currently supports more than 500 scholars and 500 graduates.

By providing scholarships that enable Indigenous students in financial need to attend leading Australian schools and universities, as well as further mentoring and career support, AIEF assists students to stay at school, complete Year 12 and make a successful transition from school to careers.

AIEF has the highest success rate of any Indigenous education program in Australia and is backed by some of Australia's most influential business and community leaders.

www.aief.com.au

The Role

The Pathways Advisor assists the successful transition of AIEF secondary scholarship students to further studies or employment through career focused case management, the development of employment related skills and networks, and the support of student-mentor relationships.

This includes working professionally and strategically with schools, mentors, Corporate Partners and other external stakeholders to achieve the best outcomes for Indigenous students.

As AIEF's Pathways Advisor your responsibilities will include the following:

- Build and maintain trusting and respectful relationships with students so that AIEF is their 'go to' for career advice and support.
- Assist student career development by: helping develop a career plan for each student; identifying and assisting with employment opportunities and tertiary entrance requirements; and providing practical support and skills development activities.
- Support and develop strong, trusting relationships between students and volunteer mentors
- Build and maintain professional and supportive relationships with key stakeholders including educational partners and corporate contacts.
- Develop content for and facilitate Pathways events, activities and training sessions as required for students and mentors.
- 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

To be the right person for this role you will be motivated by AIEF's mission and values and:

- Have experience providing career advice and/or achieving successful employment outcomes for school aged students and/or young adults.
- Be a highly skilled communicator with an ability to build effective and professional relationships with students, educational institutions, corporates and other stakeholders
- Display ability to review processes and programs and suggest improvements
- Be organised and efficient with strong time/priority management skills and a high level of attention to detail
- Have familiarity with CRM systems and Microsoft Office

Prior experience working with young Aboriginal and Torres Strait Islander students is highly desirable.

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 Sydney office and requires occasional travel.

To Apply

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

Applications Close 9am Thursday 12 July