

Pathways Advisor - NSW

- **Location: Surry Hills**
- **Permanent Full-time**
- **Hybrid Work Environment – 4 days in office / 1-day WFH**
- **NFP Salary Packaging**

Who we are

Hard Heads, Soft Hearts, Capable Hands

The Australian Indigenous Education Foundation (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 further study and employment.

www.aief.com.au

About the Role

Due to our growth, we currently have several opportunities for a Pathways Advisor in our Surry Hills office. At AIEF, Pathways Advisors are directly responsible for preparing Scholarship Students for the transition to employment while they are at school as well as supporting Scholarship Students with one-on-one career support as they transition from education to employment and further study. Regular check-ins and ongoing support are also provided.

As a Pathways Advisor you will work with Educational Partners, AIEF Mentors, Corporate Partners and other AIEF Stakeholders to achieve the best outcomes for Indigenous students.

Who are we looking for?

This is an entry level role where the ideal candidate will have a minimum of two years' experience in providing career counselling, career coaching, or delivering career programs to school aged students or young adults.

In addition, we are looking for someone with:

- A Bachelor's degree in Human Services/Education or relevant discipline or equivalent work experience (career advisor, educational career support, career counselling, program delivery)
- Proven experience in providing career guidance to students wanting to access educational institutions such as secondary schools, Universities or VET
- A proven ability to drive program outcomes while working autonomously
- A responsive, open and pro-active communication style, with the ability to build and sustain relationships

- Exceptional time management and planning skills
- Experience in using and maintaining customer relationship management (CRM) databases or similar
- Previous experience working with Indigenous or culturally diverse groups is advantageous but not required
- Must have a current Working With Children Check or willing to obtain one prior to commencement
- This position requires travel, including interstate and attending events outside of business hours

Benefits of working with AIEF!

- Work in a program that is helping to Change the Nation by supporting Indigenous Education
- Generous salary packaging boosting your take home pay (max. \$15,900 general expenses + \$2,650 meals/accomm)
- An additional 7 days of leave each year to meet your personal needs
- Prime location in Surry Hills – within walking distance to local cafés, restaurants, and Central Station
- A vibrant and dynamic office where no two days are the same
- Ample opportunities for ongoing training and development
- Employee Assistance Program

Ready to make a change? Apply Now!

Please submit your cover letter and resume to jobs@aief.com.au.

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 Governments as a condition of employment.

We will be actively shortlisting during the advertising period and reserve the right to close this advert prior to the advertised date.

No Agencies Please!