

**NOVA is currently hiring  
Part-Time Career Advisor/Workshop Facilitator**

**Responsibilities**

- Provide clients with effective one-on-one coaching through all aspects of the job search process including:
  - career exploration
  - career assessment
  - labor market research
  - resume writing
  - networking
  - interviewing and salary negotiation
- Provide guidance to effectively use LinkedIn throughout the job search process.
- Provide exceptional group facilitation in informational sessions or job search workshops.
- Document all services to clients in NOVA case management system.
- Refer clients to appropriate NOVA and community services to assist with their re-employment process.

**Desired Qualifications**

- Any combination of education and experience equivalent to a Bachelor's Degree.
- Experience in employment and training programs or career coaching.
- Ability to learn quickly and work under time constraints.
- Exceptional customer service and critical thinking skills.
- Excellent interpersonal skills, including verbal and written communication.
- Ability to take initiative and work with limited direction.
- Strong computer skills and the ability to effectively use the Internet for research.
- Proficient with LinkedIn.
- Bilingual in Spanish or Vietnamese desirable.

**General Information**

- Salary: \$27/hour
- 16-20 hours/week
- Temporary/casual employees are limited to working no more than 900 hours in a fiscal year (July 1 - June 30) and are un-benefited.

**How to apply:**

Please send cover letter and resume by 02/05/2015 to: **Apply@novaworks.org**

505 W. Olive Avenue, Suite 550, Sunnyvale, CA 94086 [www.novaworks.org](http://www.novaworks.org)

NOVA (North Valley Job Training Consortium) provides employment and training services to job seekers and businesses in northern Santa Clara County.  
NOVA is a department of the City of Sunnyvale.