

## **Career Advising Intern**

### **Training**

- Attend NOVA workshops to learn facilitation skills, job search skills, and career advising strategies.
- Observe NOVA career advising appointments to understand customer needs and how to assist job seekers in developing and implementing a job search plan.

### **Responsibilities**

- Provide exceptional group facilitation for job search workshops.
- Provide customers with effective one-on-one coaching in the areas of
  - career assessment
  - resume writing

### **Desired Qualifications**

- Any combination of education and experience equivalent to a Bachelor's Degree, prefer current enrollment in MA Counseling program.
- 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.
- Strong computer skills and the ability to effectively use the Internet for research.
- Proficient with LinkedIn.

### **General Information**

- Salary: \$18.50 – \$20.50/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:**

Open until filled. Please send cover letter and resume to: [jcheyer@novaworks.org](mailto:jcheyer@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 San Mateo County and northern Santa Clara County.  
NOVA is a department of the City of Sunnyvale.