



905-527-2222

www.abea.on.ca

Hamilton Public Library, 55 York Blvd., 4th Floor, Hamilton ON L8R 3K1

Educational Pathway Planner (Contract)

Positions	2
Hourly Wage	\$26
Hours/week	35 (Mon-Fri, 9:00 am - 4:30 pm with a ½ hour unpaid break)
Closing date	May 14, 2025, 4:00 pm - interviewees will be contacted by May 16 th .
Start date	June 2, 2025 (negotiable)
End date	March 27, 2026 (43 weeks maximum)
Location	Remote work with in-person at the ABEA office and community partner locations throughout Hamilton. You must be able to travel across the City of Hamilton.
How to Apply	Please submit a cover letter and resume in a single document. Save your document as "Last Name,First Name-ABEA". Use the email subject line – "Educational Pathway Planner Position". Applicants that don't follow this process will not be contacted.
Submit to	Hiring Committee - director@abea.on.ca

The Adult Basic Education Association (ABEA) is a not-for-profit charitable organization. We are the adult learning network in Hamilton. We are the central referring agency for adult education and upgrading. We also facilitate local literacy service planning and broader community planning around education, training and employment.

About Us

We're a small, passionate team that works together to create change in people's lives. We care about the people we serve, the community partners we work with and each other. As a team,

everyone's input is sought and valued. We're committed to our own professional growth and this is supported and encouraged. We also understand that work and life is ever-changing, so we create opportunities for flexibility – both in schedules and modes of work.

Our values include

- service
- integrity
- collaboration and partnership

About You

You are

- energetic
- passionate about education
- committed to working with clients that may face multiple barriers to their goals

You value customer service excellence and are a great communicator. You enjoy working independently but also collaboratively with a team. You love learning new skills and taking on new challenges.

About the Position

Educational Pathway Planners (EPP) work with clients and community partners. They have a comprehensive understanding of the educational landscape in the region. They use this expertise to help people explore their educational options and develop educational action plans. EPPs often research client goal pathways and reach out to programs to verify information. They also make direct connections with programs on clients' behalf. They attend meetings and develop partnerships with community programs to advocate for the importance of upskilling.

Job Duties

- a. act as the first point of contact for clients/community partners and direct them as needed
- b. correspond with clients and community partners and book appointments
- c. offer outreach presentations to clients and staff through community partners throughout Hamilton

- d. provide information, referrals and educational planning services to clients and community partners
- e. facilitate educational assessments – this includes scheduling, referring agency correspondence, facilitation, marking, reporting, administration
- f. complete follow-up interviews with clients
- g. maintain the client information spreadsheet and validate the totals monthly
- h. attend community meetings as needed (this may include taking minutes)
- i. may develop content and maintain social media pages – may create monthly marketing and outreach reports
- j. assist with projects, special initiatives and/or event planning as needed
- k. general office duties as required

Key Assets

- a. experience working in Literacy and Basic Skills (LBS) or the continuing/adult education sector
- b. knowledge about and/or experience supporting apprentices or skilled trades workers
- c. work experience in a social service setting
- d. knowledge of Hamilton community programs/resources
- e. experience working on and completing projects with key outcomes and timelines
- f. experience with outreach and consultation with community partners
- g. access to reliable transportation

Key Skills Required

- a. strong oral and written communication skills
- b. presentation skills
- c. ability to work independently and problem solve
- d. ability to work as part of a team
- e. advanced digital technology skills including Microsoft Office 365 (specifically Outlook, Word, Excel and Teams), file management and cloud storage, video conferencing (Teams and Zoom), social media platforms

Education

Completed post-secondary program in a relevant discipline (for example, education, social services/sciences, psychology).

Thank you to all those that apply. Only those selected for an interview will be contacted (review date above). ABEA is an equal opportunity employer. We are committed to creating a respectful, inclusive, and diverse workplace where everyone feels valued and supported. If you require an accommodation for the recruitment/interview process, please let us know and we will work with you to meet your needs.

More Information about Our Hiring Process

Step 1 – Application

Step 2 – Interview

Interviews will be held virtually with up to 2 ABEA team members. They will be scheduled during the weeks of May 19th and 26th at a time that works for you. They will be approximately 45 minutes. You will be offered the interview questions ahead of time to review and consider.

Step 3 – Activities

If you are selected to move to the next step, you will be asked to complete a series of activities. These are completed independently and submitted to the Executive Director within 24 hours.

Step 4 – References

If you are selected to move on to the next step, we'll connect with your references.

Step 5 – Offer

The selected individuals will be contacted and offered the position. Anyone that participates in an interview will be contacted to inform them of the hiring decision.