



CORNERSTONES
CAREER LEARNING CENTER
<https://cornerstonescareer.com>

Purpose

At Cornerstones Career Learning Center, we know people have different strengths—and we want to use yours. This flexible position allows you to build your “perfect role” by combining elements of teaching, career development, and business training coordination. You’ll help adults learn, grow, and connect to better jobs while supporting local businesses and communities.

Your work directly supports Cornerstones’ mission: **Education transforms lives.**

Key Responsibilities (Choose Your Focus Areas)

Education & Instruction

- Teach adults preparing for the GED or improving English skills.
- Deliver engaging online and in-person lessons.
- Develop individualized learning plans with participants.
- Track learner progress and maintain accurate records.

Career Development & Employment Support

- Help individuals explore careers, prepare resumes, and practice interviews.
- Connect participants to local employers and training opportunities.
- Provide one-on-one coaching to help clients achieve self-sufficiency.
- Collaborate with partners and agencies to remove barriers to success.

Business & Industry Training

- Build and maintain strong relationships with employers and community partners.
- Assess workforce training needs and design customized solutions.
- Coordinate and deliver professional development and upskilling sessions.
- Represent Cornerstones at community and business events.

Program & Community Engagement

- Promote Cornerstones’ mission and programs in the community.
 - Track and report outcomes to measure impact.
 - Contribute ideas for new programs and partnerships.
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Qualifications

- Bachelor's degree in education, business, communications, or a related field (experience may substitute).
 - Experience in teaching, training, workforce development, or career counseling preferred.
 - Strong communication and relationship-building skills.
 - Comfortable using technology and online tools.
 - Flexible, self-motivated, and eager to collaborate.
 - Bonus: bilingual skills or experience designing curriculum or training programs.
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Position Details

- **Full-time or part-time options available.**
 - Evening hours required on Monday, Tuesday, and Wednesday till 7:30 PM; flexible scheduling encouraged.
 - Some travel within the region may be required.
 - Built-in professional development and growth opportunities.
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Benefits (for full-time positions)

- 100% employer-paid health, life, and vision insurance.
- Paid holidays and generous vacation, and personal leave.
- 3% employer-matched retirement plan.
- Flexible scheduling, shorter Fridays, and professional development time.
- Optional dental and AFLAC coverage.
- Wage DOE at \$20.00 to \$22.00 an hour