



Job Description – Adult Education Instructor / Employment Specialist

Purpose

As an Adult Education Instructor / Employment Specialist, you support adult learners in achieving educational and career goals. You help learners earn their GED, improve English skills, and build pathways to employment. You also provide guidance and support to individuals with disabilities preparing for and entering the workforce. Your work directly contributes to Cornerstones' mission: *Education transforms lives.*

Key Responsibilities

- Teach adult learners in GED preparation and English language classes (online).
 - Support adults and youth in developing skills, confidence, and self-sufficiency for employment.
 - Partner with participants to create individualized education and career plans.
 - Connect learners with local employers, community agencies, and support services.
 - Act as a case manager to ensure participants have the resources they need to succeed.
 - Represent Cornerstones' programs in the community and build business relationships through on- and off-site training programs.
 - Maintain accurate participant records, including files and reports.
 - Collaborate with staff to expand programs and support strategic goals.
 - Assume additional duties as assigned by the Executive Director.
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Qualifications

- Bachelor's degree in education, counseling, public relations, or a related field preferred (experience may substitute).
 - Experience in adult education, teaching, or career counseling preferred.
 - Strong verbal and written communication skills.
 - Comfortable using technology and online teaching tools.
 - Ability to build trust quickly and work effectively as part of a team.
 - Bonus: curriculum development skills or fluency in another language.
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Skills

- Build rapport easily and work effectively with diverse participants.
- Develop and implement instructional and career guidance plans.
- Assess participant needs and provide individualized support.
- Facilitate online and in-person instruction effectively.
- Support participants in achieving educational and career milestones.



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Position Details

- Full-time, 40 hours per week, year-round.
 - Evening classes Monday–Wednesday; flexible hours the rest of the week.
 - Flexibility is required for program delivery and professional development.
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Benefits

- 100% employer-paid health, life, and vision insurance.
- Paid holidays and generous vacation (up to 3 weeks/year first 5 years; 4 weeks after 5 years).
- Personal leave (40 hours annually).
- Employer-matched retirement plan (3%).
- Flexible scheduling with shorter Fridays and built-in professional development.
- Pre-tax medical and dependent care options.
- Dental and AFLAC insurance options.