



### **Career Navigator Intern**

[Literacy Pittsburgh](https://literacypittsburgh.org) invites intern applicants for the Fall and Spring semesters. The Career Navigation intern supports the Student Services team in delivering career advising services to Literacy Pittsburgh students. Students are self-motivated adults building their skills in English Language Learning, GED, or college preparation classes living in the Pittsburgh area. The career navigator connects students to employment and post-secondary opportunities, supports them in job searching, provides relevant coaching (i.e. writing resumes and cover letters, interview practice, networking, learning to navigate the online job search, and more). The Career Navigator takes a strengths-based approach to support students in reaching and surpassing their employment and post-secondary goals.

### **Role Responsibilities**

- Complete training to build knowledge and skills in career advising and receive 1-1 coaching from Literacy Pittsburgh staff career advisors
- Have 1-1 meetings with students in which they receive assistance in identifying career goals and building individualized plans related to their employment and post-secondary success; provide guidance on career pathways, training opportunities, and educational resources
- Serve students weekly during open office hours
- Help to coordinate career readiness workshops and job fairs with community partners and employers
- Research and compile information on the local job market, training programs, employer partnerships; update materials such as job search guides and career planning tools
- Input client data into Salesforce (training provided); assist with and prepare reports on client outcomes and program effectiveness



- Support outreach efforts to engage local clients and community partners; represent Literacy Pittsburgh with community partners at occasional community events or partner meetings
- Actively contribute to the Literacy Pittsburgh student services team by offering and receiving support; welcome feedback and coaching from Career Advisors and Service Coordinators; and take part in ongoing professional development activities)
- Participate in team meetings and contribute to program improvement discussions
- Foster cultural and linguistic accessibility in service delivery

### **More Information**

- Receive internship credit for your academic program.
  - o Literacy Pittsburgh staff will work with your academic advisor to provide any needed documentation for college credit.
- Ideal start date is late August/early September 2025; ideal end date is early May 2026 with the option to continue.

### **Candidate Requirements**

- Must be authorized to work in the United States.
- Must be currently pursuing an undergraduate or graduate degree.
- Demonstrated commitment to [Literacy Pittsburgh's values](#).
- All majors considered.
- Experience with job searching, resume and cover letter writing a plus.
- Tuesday or Wednesday daytime availability required to come in-office to Literacy Pittsburgh's Downtown Center; option to work remotely Monday and/or Thursday as needed. Minimum of 10 hours per week required, more hours available.



### **How to Apply**

Contact Terra Teets, Manager of Auxiliary Programs, at [tteets@literacypittsburgh.org](mailto:tteets@literacypittsburgh.org) for application information and with any questions.

*Our people make Literacy Pittsburgh a welcoming and positive place to learn. Our commitment to a diverse and inclusive work environment where employees feel a sense of belonging is reflected in the [values](#) that guide our day-to-day work. We welcome all qualified applicants who reflect a diversity of culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran status, color, religion, disability, sexual orientation, marital status, past experience with poverty or homelessness, or prior contact with the juvenile, criminal justice, or child welfare systems.*



