



Job Title: ALICE Advisor (2 positions – one position focused on African American's Only)

Location: Decatur, Illinois

FLSA Status: Exempt

Type: Full-Time

Building a Sustainable Workforce Ecosystem

This initiative outlines a transformative, community-driven strategy to address systemic unemployment and economic disparities in Decatur and Macon County, Illinois. Rooted in data from rigorous community assessments, this approach aims to establish a sustainable workforce ecosystem that fosters equity, education, and economic self-sufficiency. Focus: Macon County Residents who are 25 and older.

The Challenge

- **Disparities in Unemployment:** Black (14.7%) and Latino (15.8%) unemployment rates far exceed the White rate (7.1%).
- **Structural Barriers:** Access to childcare, transportation, and digital resources limits workforce participation.
- **Disconnect:** A lack of alignment between workforce initiatives and underserved populations results in disengaged youth and adults.

The Opportunity

This initiative seeks to address these challenges by:

- Providing **scholarships** for training, upskilling, and educational programs including public safety, healthcare, and other high-demand fields.
- Offering **wrap-around services** to support individual success in training and employment.
- Developing **structured and equitable career pathways** in high demand industries such as healthcare, manufacturing, and education.
- Partnering with local employers and institutions to implement a **community-wide workforce equity plan**.

The Goals

- **Economic Stability:** Enable individuals to sustain self-sufficiency through targeted interventions.
 - **Equity:** Reduce racial and socio-economic disparities in employment.
 - **Sustainability:** Foster long-term systemic change with integrated workforce strategies and scalable best practices.
 - **Education Access:** support career literacy initiatives that connect adults to family-sustaining occupations.
 - **Poverty Reduction:** Reduce poverty by supporting people as they transition from poverty to ALICE status and from ALICE to economic independence.
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Job Description - Overview

The **ALICE Advisor** is focused on residents over the age of 25. The ALICE Advisor plays a critical role in supporting individuals and families who are Asset Limited, Income Constrained, Employed (ALICE) on their path from financial instability to self-sufficiency. This position focuses on empowering clients through education, case management, and access to tools and resources that promote financial resilience and career advancement.

The ALICE Advisor is responsible for managing and supporting participants in achieving educational and certification milestones as part of workforce development programs. The ALICE Advisor will work closely with educational institutions, training providers, and employers to help participants enhance their skills and achieve industry-recognized credentials that align with labor market demands.

Key Responsibilities

- **Workforce Development Support:** Assist participants in identifying and accessing relevant educational programs, including college courses and certification opportunities, that align with career goals and industry standards.
- **Advising and Guidance:** Provide one-on-one support to participants, offering career counseling, educational advising, and guidance through the process of selecting appropriate courses, certifications, and training programs.
- **Partnership Building:** Collaborate with educational institutions, training providers, and employers to develop and implement pathways to acquire skills that enhance participants' educational outcomes and employment opportunities.
- **Skill Development:** Identify and address skill gaps within participants' career fields, ensuring they have the necessary knowledge and certifications to meet industry needs and improve employability.
- **Industry Engagement:** Work with employers to understand workforce needs and ensure that training programs are aligned with current labor market demands. Facilitate participant placement into positions that match their new skill sets.
- **Progress Monitoring:** Track participants' progress throughout their educational and certification journeys, ensuring they stay on track to meet milestones and objectives.

Community Collaboration: Work alongside other UGI programs to provide comprehensive support services, including financial literacy, career readiness workshops, and other community engagement initiatives.

Resource Management: Ensure that participants have access to necessary resources, including financial aid information, scholarships, and any necessary support for navigating the educational and certification process.

**Qualifications**

- Experience: At least 2-3 years of experience in workforce development, career advising, or educational support services, particularly with adults aged 25 and older.

Skills:

- Strong understanding of the workforce development landscape and labor market trends.
- Excellent communication, interpersonal, and counseling skills.
- Ability to collaborate with diverse stakeholders, including educational institutions, employers, and community organizations.
- Experience with case management or participant tracking systems is a plus.
- Proficient in Microsoft Office Suite and other standard office technologies.

Other:

- Ability to work independently, manage time effectively, and prioritize tasks in a fast-paced environment.
- Compassionate and empathetic approach to supporting individuals facing barriers to education and employment.
- Knowledge of local community resources and social service programs is highly desirable.

Working Conditions

- Full-time position with occasional evening and weekend hours based on program needs.
- Travel may be required to meet with educational institutions, employers, and program participants.
- Collaborative team environment.

Compensation

- Benefits package includes health insurance, retirement plan options, paid time off, and professional development opportunities.

How to Apply

Interested candidates should submit their resume and a cover letter detailing their qualifications and interest in the position to Debbie Bogle @ dbogle@uwdecat.org or mail to:

United Way of Decatur and Mid-Illinois
Attn: Debbie Bogle
201 West Eldorado St.
Decatur, IL. 62522