

Graduate Transition Specialist

The Community Adolescent Resource and Education Center (“The Care Center”)
Holyoke, MA

About The Care Center

Founded in 1986, The Care Center is a comprehensive and transformative educational program located in Holyoke, Massachusetts. Our mission is to provide opportunities for young mothers and all women facing systemic barriers to resume their education and acquire the education, resources, and skills for lifelong growth, wellness, and economic stability. We offer three integrated programs. Our award-winning high school-level program pairs HiSET (GED) preparation with athletics, art, poetry, and small classes. Our highly supportive part-time college courses provide continuous opportunities for women to begin or resume college. Our in-house associate degree program, Bard Microcollege Holyoke, provides a supportive environment to earn a college degree. To remove barriers to success, we offer comprehensive support services including childcare, healthcare, transportation, food, counseling, and housing resources.

Position Summary:

The Graduate Transition Specialist will provide program development, individualized support, advising, and coordination for students and alumni to facilitate successful transitions to and through college, career readiness, and professional development.

Key Responsibilities:

- **Individual Advising:** Provide guidance on academic planning, career pathways, and professional development for current students and alumni.
 - **Group Workshops:** Plan and facilitate workshops on career readiness, professional skills, and BA program preparation, including resume building, interview preparation, networking, and exploring BA options.
 - **Alumni Relations:** Develop an alumni relations program including networking events, mentorship circles, and engagement opportunities.
 - **Employer Collaboration:** Establish and maintain relationships with local employers to support internships, job placement, and career-building opportunities.
 - **Administrative & Data Tasks:** Track student progress and outcomes; collect, analyze, and report program data to guide improvement; support evaluation efforts with external consultants.
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Skills and Qualifications:

- Deep commitment to The Care Center’s mission and values, with a clear dedication to supporting young parents and the broader communities The Care Center serves.
- Proven experience in higher education advising, career services, college access, or student support programs, with a strong understanding of academic planning and postsecondary pathways.
- Excellent written and verbal communication skills, with the ability to build trusting relationships with students, alumni, employers, and community partners.
- Demonstrated ability to work effectively with diverse student populations and alumni, using culturally responsive and equity-focused approaches.

- Strong organizational skills with experience tracking participant progress, managing program data, analyzing outcomes, and contributing to reporting and evaluation efforts; experience with data systems and outcome reporting preferred.
 - Bachelor's Degree required
 - Bilingual (Spanish/English) preferred
 - Valid license and clean driving record required
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Hours, Compensation & Benefits

The Care Center is located at 247 Cabot Street in Holyoke. This is a full-time exempt position for 35 hours per week. General work hours are 8:30am-3:30pm, with some flexibility required.

The salary for this position is \$65,000. Benefits include generous paid time off plus three weeks of office closures each year (April, July, and December); health insurance with 75% of the cost covered by The Care Center; dental insurance; life and disability insurance; a 401(k) with a 3% employer contribution and an additional 2% match; tuition reimbursement; and a health and wellness benefit.

To Apply

This position begins in January, 2027. To apply, email your resume to employment@carecenterholyoke.org along with a brief cover letter stating why you are interested in working for The Care Center and why you are confident that you would be a great fit for this job. Please use the job title as the subject line of your email. Applications will be reviewed on a rolling basis and those without cover letters will not be considered.

Notice of Non-Discrimination and Inclusion

Diversity and inclusion are crucial to our mission and we are committed to cultivating a team that reflects the communities we serve. As an Equal Opportunity Employer The Care Center does not discriminate on the basis of an individual's sex, age, race, color, national origin, alienage, religion, marital status, pregnancy, sexual orientation or affectional preference, gender identity and expression, accessibility needs, citizenship, veteran or military status and other personal characteristics protected by law. As such, The Care Center strongly encourages people from marginalized communities to apply, recognizing and respecting that diverse perspectives and experiences are valuable to our team and essential to achieving our mission.