

https://newamericanpathways.org/?post_type=jobs&p=11526

Career Coach

Description

The Career Coach will provide one-on-one and group intensive employment coaching and job placement assistance to both refugee and other immigrant clients who are looking to advance in their career. In addition, as a member of the Forward team, the Career Coach will play a primary role in establishing connections with local employers for the purpose of matching clients with employment opportunities related to their education, job experience, and area of interest. The Career Coach position currently operates in a hybrid model, with rotating days working remotely, in the office, and out in the community.

Responsibilities

- Provide client centered job placement services that are tailored to meet the individual needs of refugee/immigrant clients based on their education, employment experience, and their area of interest
- Assist clients with obtaining certifications
- Assist clients with enrollment in job training programs
- Develop individualized job coaching and job search plans, including both short- and long-term goals, identification of barriers, networking, interviewing and assistance with resumes and cover letters.
- Facilitate employment workshops on job search skills, labor laws, and United States workplace culture
- Develop and maintain employer relationships to cultivate job leads through cold-calling, site visits, canvassing, and networking
- Actively recruit clients from refugee/immigrant communities who are seeking job placement services
- Maintain accurate client files/case notes utilizing internal agency database
- Refer clients to both internal and external resources as needed
- Assist in preparing monthly, quarterly, and semi-annual reports
- Represents New American Pathways at employment events and partnership meetings as needed
- Follow agency guidelines for safe provision of in-person services; remains up-to-date on latest recommendations
- Attends required meetings and
- Other duties as assigned

Qualifications

Required:

- Strong knowledge of key local industries/employers
- A personal passion to assist refugees and immigrants with acquiring employment
- Expertise in job search, resume building, and interviewing skills
- Cultural sensitivity; experience working with a diverse client base
- Excellent communication skills
- Dynamic personality with high level of comfort with cold calling and onsite visits with employers
- Ability to establish strong supportive relationships with local employers

Industry

Forward Program

Employment Type

Full-time

Working Hours

Monday – Friday, 9:00 AM to 5:00 PM Daily

- Experience working as part of a team in a diverse, multicultural environment
- Proven experience in providing intensive one on one or group goal setting services
- Flexibility and problem-solving skills; strong desire to assist clients with overcoming barriers to employment
- Ability to effectively work remotely and utilize technology platforms including Zoom, Microsoft Teams, and internal office database
- Comfortable with driving agency vehicles as needed

Preferred:

- Expertise in job coaching and job placement
- Proven experience with job search tools
- Working knowledge of community resources related to vocational services
- Associates degree or higher in related field

Mandatory:

- Driver's license with up-to-date insurance, good driving record, and access to reliable personal vehicle.
- Background Check

Job Benefits

This is a full-time, salaried position with a salary range of \$36,000-\$40,000 based on experience. Employer contributes to medical, dental and vision insurance. Employer pays life and disability insurance. Fourteen (14) paid holidays and a generous paid time off policy. Employee has the option to contribute to 401(k).