

JAMAICA PLAIN NEIGHBORHOOD DEVELOPMENT CORPORATION

FAMILY PROSPERITY SERVICES

Job Description: Career Coach

The **Jamaica Plain Neighborhood Development Corporation (JPNDC)** is a 42 year-old community development corporation that focuses on economic development, affordable housing, and community organizing. Our programs and projects are developed and overseen with the active involvement of community residents, businesses, and organizations; because we believe that the most effective development includes the voices of the neighborhood.

JPNDC's Family Prosperity Services promotes upward economic mobility for low-income working individuals/families through strategies that include career and financial coaching, and which build on their strengths to overcome barriers and build career pathways towards family supporting wages. The ideal candidate has demonstrated experience providing career coaching to low-income individuals, immigrants and diverse populations, and has strong working knowledge of workforce provider networks, employer organizations and community resources in greater Boston. The **Career Coach** works collaboratively with the Economic Prosperity service team to ensure clients are connected to financial coaching and case management/stabilization supports. The **Career Coach** will also take the lead to develop and formalize working relationships with employers.

Job Functions:

- Provide 1:1 coaching and partner with clients to develop career plans leading to education/skills upgrades, job placement, and career advancement.
- Place participants into training/educational programs and/or jobs and provide post placement support to ensure retention.
- Build relationships with employer partners promoting strong hiring, retention and career advancement opportunities for participants.
- Conduct career services workshops and facilitate group discussions on topics such as job search strategies, workplace culture, employers' expectations, problem-solving, conflict resolution, and salary negotiations.
- Develop career training materials and resources for clients and partners.
- Collaborate closely with Economic Prosperity service team to ensure client access to career and financial coaching services as well as support services such as child care.

Qualifications/Experience:

- Bilingual in English/Spanish **REQUIRED**.
- Demonstrated experience providing workforce development services to low-income individuals, immigrants, and diverse populations required; ability to motivate and engage participants.
- Demonstrated understanding of the problems faced by low-income adults and the barriers that make continuous employment difficult; ability to motivate adults over a sustained period of time
- Strong familiarity with network of greater Boston workforce providers.
- Experience building partnerships with employer organizations a **PLUS!**
- Results oriented team player; excellent organizational and communication skills; attention to detail.
- Exceptional interpersonal, decision-making, and problem solving skills.
- Able to adapt in dynamic environments, to work under pressure and to multi-task.
- Associate or Bachelor's degree in Human Services, Counseling, or related field preferred.
- Proficient in Microsoft Word Office Suite; database management, and Internet.

Employment Terms/Compensation: Full-time, salaried position with full benefit package. Salary negotiable depending on experience. Able to work a flexible schedule, including occasional evenings and Saturdays.

Email cover letter and resume to: awaldron@jpndc.org

No phone calls please. Positions open until filled.

JPNDC is an Affirmative Action/Equal Opportunity Employer