

Employment Coach

May 2022

MAKE AN IMPACT! Interfaith Outreach is hiring **two Employment Coaches** (full-time, 40 hrs/wk, benefits eligible). Our Employment Services Team provides a comprehensive approach to help people pursue living wage jobs. Join our team and help jobseekers achieve their employment goals!

- ✓ Hybrid work schedule
- ✓ Compensation starts at \$45,760 - \$48,048
- ✓ Medical
- ✓ Dental
- ✓ Vision
- ✓ Life Insurance
- ✓ FSA
- ✓ 401(k)
- ✓ Nine paid holidays
- ✓ Generous PTO (starting at 21 days annually)
- ✓ Four weeks of paid leave for employees eligible for parental or medical leave

ABOUT US: Interfaith Outreach is a human service nonprofit that strengthens our community by meeting basic needs and equipping families for ongoing stability. Our mission is to build a vibrant community where everyone counts and all sectors and systems work together for the good of all. We embrace diversity and are committed to promoting an inclusive environment across all types of difference. Inclusionary relationships are core to our role as an employer, service provider, partner and community leader. Learn more here: <https://iocp.org/about-community-outreach/our-vision/>

Our work environment is client centered, values driven, team oriented, fast paced, diverse, and focused on learning and professional development. We have a strong internal culture of collaboration and team support, and a deep commitment across staff to our mission and values. Our Supervisors care about their staff's physical and mental well-being and are extremely supportive of self-care. Our team also has fun together! We connect with each other through team lunches, retreats, and organization-wide activities.

MAIN RESPONSIBILITIES:

- Develop client employment, skill building and training plans for clients in our strengthening program
- Coach clients enrolled in job search and training programs.
- Coordinate and deliver workshops related to employment decisions and job search.
- Support clients to identify career goals through administering interest and other assessments.
- Educate jobseekers on high demand job opportunities and connect them to local opportunities.
- Maintain client databases, generate reports, create e-newsletter.
- Stay abreast of best practices, employment trends and current job search strategies.
- Cultivate & maintain employer partnerships and networking opportunities for job seekers.

- Employment Coach 1 will work with clients in our employment strengthening programs as well as a sub-set of clients enrolled in Interfaith's Project Success program. This program provides a client up to 3.5 years to create and finish a plan to reach housing & financial stability.

- Employment Coach 2 will be responsible for coaching clients enrolled in our employment strengthening programs, and will also oversee our job search computer lab and supervise program volunteers.

SCHEDULE REQUIREMENTS: The Employment Coach positions are hybrid with a majority of time working in our offices and a portion of the time working remotely. Regular hours will be during our business hours Monday-Friday. Occasional agency evening and weekend commitments may arise.

QUALIFICATIONS:

Required

- A combination of education and work experience as follows:
 - Associate Degree + 2 years' work experience supporting jobseekers or
 - BA/BS in Human Services or related field + 1 year experience supporting jobseekers
 - Minimum of 1-year experience in human service non-profit setting.
- Knowledge of labor market trends and the job search process including resumes/cover letters, interviewing skills, job search strategies.
- Experience working with clients with diverse racial, economic and education levels
- Excellent verbal and written communication skills; effective interpersonal relation skills.
- GCDF credential or willingness to obtain.
- Proven networking and partner-building skills.
- Intermediate computer skills, including internet, email, Microsoft Office, Google Drive, and willing & able to learn other software/database applications as needed.

Preferred

- Knowledge of short-term employment training options.
- Experience facilitating small group workshops virtually and in-person.
- Understanding issues faced by low-income, unemployed individuals.
- Knowledge of vocational rehabilitation services and resources for jobseekers with disabilities.
- Experience with immigrant jobseekers and/or ELL job seekers.
- Experience supporting jobseekers with multiple barriers to employment.
- Knowledge of basic counseling skills.
- Experience with mentor programming or internship and job placement development.
- Bi-lingual in English and Somali or Russian.

A successful candidate will be someone who is committed to equity and inclusion and will support our ongoing process of creating an inclusive environment that welcomes and celebrates the seen and unseen diversity in our community.

**Interested candidates should submit a resume and cover letter to humanresources@iocp.org
Candidates are considered as submissions arrive. Position is open until filled.**

Interfaith Outreach values a diverse work environment.
People of color and people from other underrepresented communities are strongly encouraged to apply.
Interfaith Outreach is an Equal Opportunity Employer.