

JOB POSTING
BRIDGES TO CAREER OPPORTUNITIES EMPLOYMENT COACH
DISTRICT 1199C TRAINING & UPGRADING FUND

Position Summary:

There are three main responsibilities of the Bridges to Career Opportunities (BCO) Employment Coach:

1. Support student efforts to secure and maintain training related employment.
2. Build relationships with employers to place students in good jobs with advancement opportunities.
3. Work with the BCO Team to collect and regularly inventory BCO paperwork.

This position works closely with internal occupational training program coordinators and will serve 263 students over three years. This position begins on March 3, 2017 and ends January 31, 2019. This position will include evening and weekend hours as required by programming.

Essential Functions and Responsibilities:

Career Coaching

- Provide case management : employment coaching, job placement assistance, and retention services
- Meet individually with students during bridge and occupational training to develop a personalized career pathway
- Prepare instructional materials and facilitate career education workshops on topics such as resume writing, interviewing, dressing for success, and managing time.
- Assist students in preparing resumes, writing cover letters, interviewing, and career planning
- Work with employed students on next steps for advancement on the job or continued post-secondary training
- Work closely with internal occupational training coordinators to provide seamless services to students
- Develop work based learning activities as part of student preparation for employment
- Develop and maintain a current and comprehensive occupational library including information on careers and career clusters, employment prospects and trends and employment requirements and opportunities
- Obtain, organize, file and display guidance materials; catalog and prepare for use by students; maintain displays and bulletin boards.
- Maintain current lists and bulletins concerning scholarships and other financial aids available; provide information concerning specialized scholarships and assistance in completing application forms.
- Identify local education, training and skills needs for Work based learning, Higher Education students
- Monitor and evaluate student progress over the duration of the grant.

Employer Engagement

- Engage new and existing employers to identify open positions, develop new opportunities, and set up agreements to interview or hire program participants
- Meet with employers to develop advancement opportunities
- Visit worksites where students are employed to support their retention
- Organize employer panels on expectations in the workplace
- Contact, schedule and arrange guest speakers and employers from the local business community
- Arrange and coordinate student activities and services such as student tours of a variety of healthcare settings
- Maintain effective relationships with external organizations such as validating bodies, colleges, universities, corporate clients, national development agencies and other appropriate organizations

Administration Duties

- Enter data into Sales Force database on a weekly basis
- Regularly follow up with students during retention phase as needed by student or program
- Attend meetings, webinars, conferences and seminars as required
- Operate a variety of office equipment including audio/visual equipment.
- Perform other duties as required

Qualifications:

- Minimum Bachelor's Degree in counseling or social work, with Master's Degree preferred
- Minimum of 3 years' experience in student employment coaching or related experience
- Minimum of 3 years' experience in employer engagement
- Experience with low income populations
- Experience in program coordination preferred
- Strong computer skills - Microsoft Excel; Microsoft Outlook; Microsoft Power Point; Microsoft Word; Windows Operating System, ETO Database, Sales Force

General Competencies Required:**Champions Mission:**

- Understands and actively supports the mission of the Training Fund and District 1199C and the impact the organization has on its stakeholders.
- Understands his/her role in supporting the growth of the Training Fund.

Commits to Service:

- Dedicated to meeting the expectations and needs of internal and external customers.
- Treats colleagues as "internal customers" with commitment to understanding and addressing their expectations.

Delivers Excellence:

- Can be counted on to meet goals successfully, on time and to follow through.
- Is solution oriented; takes initiative and ownership of work.
- Takes pride in delivering a high quality product.
- Spends time on what's important; organizes and continuously prioritizes work.

Is Accountable for Results:

- Achieves results by keeping commitments
- Takes responsibility for actions, both individually and as a member of a team
- Acts ethically and with integrity.
- Demonstrates a strong work ethic.
- Responds flexibly to change; easily and positively makes transitions to the new and different.

Communicates Effectively:

- Communicates clearly and accurately in written and verbal form.
- Ensures that information is shared with whoever it will affect, directly or indirectly.
- Is open and respectful when giving or receiving feedback.
- Practices attentive and active listening.
- Responds to conflict quickly and effectively.
- Maintains composure under pressure.
- Works collaboratively and cooperatively with others and across departments agency-wide.
- Practices empathetic, non-judgmental communication.

Values Diversity:

- Contributes to a work environment in which individuals perceive that their uniqueness is respected and valued.
- Sees diversity as essential to the success of the organization

**All applications and resumes should be submitted to Stephanie Webb at swebb@1199ctraining.org
DEADLINE: Friday, February 28, 2017**