

- Do you enjoy building professional relationships? Can you turn the fear of interviews into productive conversations?
- Are you someone who works effectively with students from diverse cultural, social-economic, ethnic and educational backgrounds?
- Can you help adult job seekers with barriers obtain employment?

Jewish Vocational Service seeks a Career Coach to be responsible to develop strong job leads, provide high quality career counseling, training, and job placement assistance to designated job seekers. The Career Coach initiates and sustains collaborative working relationships with a variety of businesses in the greater Boston area. This individual must have flexibility to travel between various locations, specifically Dorchester and/or East Boston, in order to serve participants at multiple JVS sites. This individual must have a strong knowledge about issues related to individuals with significant barriers to employment as well as experience working with people from diverse backgrounds.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- 1-3 years of experience in workforce development or related field required.
- 1-3 years of experience in working with individuals with barriers to employment strongly desired.
- Experience in marketing and outreach desired.
- Proficiency in a language spoken by immigrant participants preferred (Spanish, Haitian Creole, or Cape Verdean Creole).
- Familiarity with career ladders and professional advancement preferred.
- Knowledge of community resources and web-based resources preferred.
- Strong Microsoft Office Suite skills required.

EDUCATION REQUIRED: BA/BS in Human Services, Business Administration or related field.

WORKING CONDITIONS:

- Frequent meeting with clients and employers
- May be requested to work outside of scheduled hours as defined by the needs of the department
- Frequent travel by public transportation to employer locations
- Will attend occasional off-site meetings with partner organizations in and around the greater Boston area

JVS CULTURE: JVS is strongly committed to diversity and a workplace environment that respects, appreciates and values employee differences and similarities. By providing and supporting a work culture that fosters and builds upon diversity and its strengths, JVS will better serve our local communities and continue to provide quality services.

JVS is an employment at-will organization and an equal opportunity employer committed to maintaining a work and learning environment free from discrimination on the basis of sex, race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, JVS prohibits retaliation against an applicant or employee because he or she has engaged in protected activity under the statutes prohibiting discrimination in the workplace.

APPLICATION: Please send a cover letter and resume to resumes@jvs-boston.org. Please indicate in your cover letter where you saw this listing.