



January 2019 – Job Posting

Board of Directors

Janeen Lamkin
Chair

Amy Knight Brown
Vice Chair

Shannon L. Greene
Treasurer

Michael S. Malloy
Secretary

Christine Murray
Past Chair

Judy Bernas
Eva Bonilla
Becky Renfro Borbolla
Chuck L. Bouligny
Lori Bruce
Christian Burton
Dacia Coffey
Ann Crossman
Tammy J. Decker
Kelly Ann Doherty
Jeff Farmer
Tera Garvey
Nan Dearen Gluntz
April Guidry
Janet L. Hahn
Claudine G. Jackson
Mimi M. Karnes
Martha "Tim" Latta
Rachel Malone
Anne Moroneso
Kristy L. Mouser
Jane C. Nober
Paige Pate
Christopher L. Taylor
Lei Testa
Donna Vincent
Brook Whitworth
Shauna J. Wright

Laura Hilgart
PRESIDENT / CEO

Career Coach is needed for our Employment Solutions' Working Families Success program, a fast-paced, financial stability program which provides employment, financial, and resource coaching, and job placement assistance to unemployed and underemployed women and men.

The **Career Coach** duties include:

- Assist unemployed participants to become successfully employed and financially stable by providing motivational job search training, job placement/matching and related coaching
- Work as part of the Success Team to ensure bundled services are provided, using coaching techniques, in a client-driven process
- Maintain regular contact with workshop completers to assist with job search until employment is achieved
- Provide weekly networking & job search sessions to facilitate job placement and retention
- Maintain regular contact with participants for one year after employed, providing employment and financial coaching techniques to assist participant in reaching goals
- Facilitate workshops effectively, creating an atmosphere of motivation, personal growth, and job placements for participants
- Connect with local employers and chambers of commerce for job lead generation
- Research and update job search techniques
- Outreach potential and current participants for follow-up and data collection
- Accurately and timely collect and enter data into electronic systems
- Facilitate group Specialty Seminars on various topics to guide participants toward their employment and financial goals using current Agency curricula, processes and procedures

Strong candidates will:

Create an atmosphere that facilitates motivation, personal growth, and job placements for participants. Ability to analyze complex participant situations and each participant's achievement of goals. Have strong job search/job readiness skills. Connect with participants both individually and in group settings. Communicate at an exceptional level both verbally and in writing. Utilize coaching techniques with participants to move towards financial and employment goals. Accurately enter participant data into customized database and utilize MS Excel and Outlook at an intermediate level. Interact with collaborating organizations, their staff, and the employer community. Maintain and display respect and empowerment of participants and team members.

Must have access to regular and reliable transportation, valid driver's license, automobile insurance, and be prepared to drive own vehicle on Center business.

Education and Experience Requirements:

Bachelor's degree in social services, communication or related field; Minimum two years' experience coaching, case management, or working in social services providing employment or job readiness training, or job placement. Combination of education, experience, and skills may be substituted for an individual's education or experience requirements.

E-mail current resume and cover letter with salary requirement to:

Terri M. Rios
Director of Employment Solutions
trios@womenscentertc.org
SUBJECT LINE: Career Coach