



Career & Academic Coach

Jewish Vocational Service (JVS), a non-profit workforce development organization, is seeking an experienced Career & Academic Coach for its Partnerships for Careers and Learning program.

POSITION SUMMARY: The Career & Academic Coach is responsible for providing high quality academic coaching to Bridges to College & Career (BTCC) Health Information Technology (HIT) students & career counseling, training, and job placement assistance to all Bridges to College & Career and Adult Diploma Pathway job seekers. This individual must have strong knowledge of the issues related to individuals with significant barriers to employment as well as experience working with people from diverse backgrounds. Program participants include graduates of and participants in the Academic Services division programs, primarily Bridges to College but also the Adult Diploma Pathway.

The ideal candidate will have:

- BA/BS in Human Services, Business Administration or related field (required)
- 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
- 1-3 years of experience coaching adults making a transition to college
- Experience in marketing and outreach desired
- Bilingual or additional language proficiency preferred
- Knowledge of Department of Transitional Assistance programs, community resources and web-based resources preferred
- Strong Microsoft Office Suite skills required

Please submit your job application form at <https://www.jvs-boston.org/jobs/career-academic-coach/>

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 BENEFITS: As a full-time employee, you will qualify for medical and dental insurance, 403(b), short and long term disability and life insurance plans. A robust paid time off plan is also part of the offering.

JVS CULTURE: At JVS, we are 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.