



Career Coach

Jewish Vocational Service (JVS), a non-profit workforce development organization, is seeking an experienced **Career Coach** for Secure Jobs Partnership program.

Pathways to Prosperity Network (PTPN): PTPN is a newly-formed consortium of community-based partners, organized to create a coordinated system of providing outreach, connection and referrals, as well as education, training, and job placements to youth living in subsidized housing who are under- or unemployed and not enrolled in education and training.

POSITION SUMMARY: The **Career Coach** is responsible for providing high quality job placement assistance to young adults, between the ages of 18-24, who are currently living in subsidized housing and are not engaged in education, employment or training and who may have multiple barriers to long-term success. The Career Coach initiates and sustains collaborative working relationships with a variety of businesses in greater Boston area to create employment opportunities for participants. This individual will provide job coaching across multiple sites (Downtown Boston, Roxbury, Lynn and Chelsea) and pursue employers in these and their surrounding communities.

An ideal candidate will have:

- Associate's Degree in Human Services, Business Administration or related field
- 1-3 years of experience in working with young adults with barriers to employment required
- 1-3 years of experience in workforce development or related field strongly preferred
- Ability to work in a multi-cultural, fast-paced environment required
- Demonstrated experience creating and maintaining professional business relationships relevant to employment of others preferred
- Knowledge of community resources and web-based job search resources and techniques required
- Experience in recruitment, job development desired
- Outstanding interpersonal, customer service and organizational skills required
- Strong Microsoft Office Suite skills required.

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

WORKING CONDISTIONS: Regular local travel to provide job coaching across multiple sites: Downtown Boston, Roxbury, Lynn and Chelsea.

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.