



## Lead Career Coach

Jewish Vocational Service (JVS), a non-profit workforce development organization, is seeking an experienced Lead Career Coach for its Refugee Employment Services department.

**POSITION SUMMARY:** Under the direction of the Director of Refugee Services and the VP, the Lead Career Coach builds, strengthens and grows key partnerships, supervises and supports direct service staff, oversees a program designed to connect refugees and immigrants to careers, training or education that will lead to long term economic stability. The Lead Career Coach provides a full continuum of services including job search assistance, career coaching and job development to designated job seekers. This individual must have experience working with people from diverse backgrounds. The Lead Career Coach initiates and sustains collaborative working relationships with a variety of employers and community organizations in and around greater Boston.

### The ideal candidate will have:

- Bachelor's Degree is required
- 2-3 years of experience in workforce development or related field
- Experience in curriculum development for the adult learner
- Ability to analyze course outcomes and propose means to achieve desired outcomes (if appropriate)
- Strong working knowledge of Microsoft Office Suite
- Strong interpersonal, communication and organizational skills are required
- Ability to work independently and as part of a team is required
- Ability to work effectively with staff and clients from diverse cultural, socio-economic, ethnic and educational backgrounds is required
- Ability to deal tactfully and effectively with a diverse group of clients at all levels of the organization
- Demonstrated and effective presentation and facilitation skills are required
- Proficiency in a language spoken by refugee and immigrant participants preferred (French, Haitian Creole, Arabic, Somali )
- knowledge of community resources and web-based resources preferred

Please submit your job application form at <https://www.jvs-boston.org/jobs/lead-career-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 to employer locations
- Will attend occasional off-site meetings with partner organizations in and around the Greater Boston areas

**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.