

Job Title	Part-Time Career Coach
Employer/ Agency	The Women's Resource of Greater Houston
Job Description	<p>The YourLife Career Coach provides career coaching to clients one on one and in groups; plans and delivers job-readiness classes related to resumes, interviews, professional networks and more; collaborates with employers to identify employment opportunities; and identifies jobs, resources and vocational trainings that help clients achieve their career/vocational goals.</p> <p>Responsibilities</p> <p>Career Coaching</p> <ul style="list-style-type: none"> • Identify new clients through outreach efforts • Contact potential clients who have expressed interest in one-on-one career coaching • Support and maintain coaching relationship with clients • Coordinate one-on-one coaching schedule • Meet with clients to understand their career and financial goals • Utilize career assessments with clients for career interest, strengths and skill discovery • Monitor client's progress toward goal completion • Utilize coaching forms during coaching sessions to empower the client and record progress • Provide introduction or linkage to relevant community resources • Ensure coaching is delivered in a high-quality manner • Follow up with active clients at regular intervals • Follow up with clients who have gained employment (30, 60, 90, 120, 180 days) <p>Employers/Job Opportunities</p> <ul style="list-style-type: none"> • Explore suitable employment opportunities for clients • Develop and maintain partnerships with local employers • Match client skills to employment opportunities <p>Vocational Trainings/Job Readiness</p> <ul style="list-style-type: none"> • Provide referrals to educational/vocational training programs • Develop content and provide job-readiness classes <p>Outcomes/Data</p> <ul style="list-style-type: none"> • Collect required documentation and ensure data is accurate and complete • Record data in Salesforce database to track client and program outcomes • Complete program reports and analysis in a timely manner and to inform practice • Meet annual program goals, strategic program goals and grant goals <p>Other</p> <ul style="list-style-type: none"> • Report to and work closely with the YourLife Coach Manager • Engage in continuous quality improvement, learning and training • Collaborate with the YLCC team to further grow and develop the program • Ensure safety and confidentiality standards are met • Attend weekly and monthly staff meetings

Qualifications	<ul style="list-style-type: none"> • College degree or at least two years of experience working with clients in a non-profit setting • Ability to effectively organize and manage time • Community oriented and team player • Self-directed, independent worker who takes initiative and is able to solve problems • Attention to detail and ability to respond to deadlines on time • Excellent organizational, verbal, written and interpersonal communication skills • Professional that works with poise, confidence and team-oriented approach • Flexible and positive attitude, sense of humor, patience, character and integrity • Advanced proficiency in Microsoft Office products (Outlook, Word, Excel) • Reliable transportation (This position is PT remote and PT in-office) <p>The ideal candidate will have experience in career coaching or recruiting and one or more of the following:</p> <ul style="list-style-type: none"> • Experience working with clients toward goals • Experience working with low to moderate income individuals • Experience working with clients in a non-profit setting
Salary/Hours	\$21-26 hourly, part-time hybrid
Address	Houston TX
Application Method	<p>All candidates are asked to EMAIL the two documents listed below to: tbanda@thewomensresource.org</p> <p>Please submit the following two documents and include "Career Coach Application" in your email subject line. Documents should be addressed to: Tiffany Banda, YourLife Coach Manager</p> <ol style="list-style-type: none"> 1. Resume 2. Writing sample that addresses the following scenario. (100-250 words, 12 point font) <p>Scenario: Write an email to a potential client who reached out to learn more about Career Coaching.</p>
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.