

## CAREER READINESS COACH

██████████ is a nonprofit that has been working for over 20 years with ██████████ youth. Utilizing an advanced training curriculum in website design/development, GIS and Salesforce, ██████████ works with youth 17-26 to get back in school, earn permanent jobs, and achieve their dreams.

██████████ unique combination of technical training, real business experience, and trauma-informed coaching and academic counseling has led to extraordinary results.

Training alone is not enough to provide these results. Success for our young people also requires real-world experience. To provide this experience, ██████████ runs real businesses, providing technology solutions for businesses in web design, Geographic Information Systems (GIS) and data visualization that not only help businesses achieve their goals, but also trains and employs youth into high demand, high wage careers.

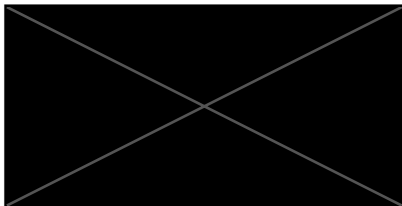
### Position & Responsibilities

**The primary task of the Career Readiness Coach is to empower youth to obtain and maintain permanent, living-wage employment.**

The Career Readiness Coaches work closely with all youth to develop their vision for their future and then meet with them individually every week to review their plans and to hold them accountable for making progress.

Specific tasks:

- Ensure that youth assigned to the Coach participate in all aspects of the ██████████ training and employment program, ensuring that youth earn and keep a permanent, living wage job.
- Work with each trainee to develop their own ██████████ Plan. Goals will include training, school, job, internship, and financial items.
- Monitor the progress of each plan weekly, including progress in the ██████████



training program, professional development, and the implementation of their own action plans.

- Prepare youth for job interviews including reviewing resumes, professional dress, and behavioral interviewing questions.
- Works with youth to develop a professional portfolio, including a digital portfolio and appropriate professional social media profiles.
- Work with training room staff and business directors to monitor and improve job readiness
- Explore patterns with trainees that may be getting in the way of their progress.
- Provide basic financial literacy to trainees on their individual caseload including information on budgeting and setting up a bank account.
- Records all relevant trainee Career Readiness data in Salesforce.com

## **Requirements:**

- Experience in the business sector, specifically in the fields of HR or recruiting
- Demonstrated ability to motivate and encourage employees to work towards accomplishing goals and objectives.
- General knowledge of computer technology and web development is a plus.

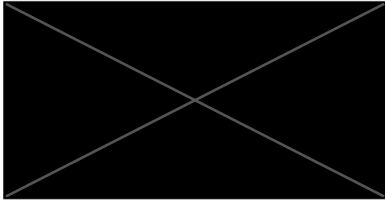
## **At essence, the perfect candidate:**

- Is action-oriented, and not satisfied until they have exceeded the goal.
- Loves interacting with young people, both to celebrate their successes and to challenge them to improve.
- Is goal-oriented and tracks and measures progress through measurable outcomes.
- Is a true cheerleader and coach, able to manage both individual relationships and groups.

A few other qualities we're looking for include:

- Open to training in trauma-informed care approach, which may require shifting previous workforce patterns and perspectives to adapt to a trauma-informed methodology.






- A natural supporter – eager to jump in and help out wherever it's needed.

## Key Performance Indicators

### Activity Metrics:

- Weekly meeting rate

### Outcome metrics

- **Job Readiness:**
  - Percent of youth on caseload completing training and earning an internship
  - Percent of youth on caseload successfully completing an internship
- **Career Readiness**
  - Percent of youth on caseload earning a living wage job (\$31,000 or higher ) at program exit