

## JOB COACH OPPORTUNITY

### About

### Job Opportunity

We are looking for an individual, who is passionate about empowering women and believes in the power of second chances, to support our trainees to become more equipped to re-enter the workforce and reach their goals. The primary focus of this role is job coaching. We expect trainees to be responsible for action steps, but this role provides tools and resources to hold individuals accountable towards reaching opportunities after [REDACTED]

### Location

### Commitment

12-20 hours / Week, \$20-\$25 / hr based on experience.  
Flexible weekday scheduling based on availability.

### Primary Areas of Ownership + Duties

- Job Coaching - One on one coaching to support trainees in the early, middle and final stages of their time in [REDACTED] Apprenticeship Program
  - Support trainees with assessing strengths, interests, goal setting, working on soft skills where they may not be meeting expectations
  - Job searching, resume, covers letter support, job applications, interview prep
  - Preparation for job opportunity after graduation
  - Connect staff members with wrap around resources
  - Connect with graduates to hear about challenges / success at job placement, support navigating future job
  - Cheerleader, Encourager for team members; participate in/plan team building events
- Administrative and Programmatic Support
  - Employee tracking, graduate follow-up
  - Administer workshops
  - System Improvements
  - Program update planning and execution
  - Community and employment partner relationships

### Preferred Skills & Qualifications

- Experience working with individuals overcoming adversity
- Trauma informed Training



- Job Coaching
- Ability to operate in ambiguity
- Self-directed

**Submit resume to** 