

Job Title	YourLife Career Coach
Employer/ Agency	The Women's Resource of Greater Houston www.thewomensresource.org
Application Method	<p>All candidates are asked to EMAIL the two documents listed below to lwilliams@thewomensresource.org</p> <p>Documents should be addressed to: Lisa Williams, 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> <p>Only qualified applicants that submit <u>both</u> documents requested above will be considered.</p> <p>No phone calls or email inquiries please.</p>
Job Description	<p>Recruiting</p> <ul style="list-style-type: none"> • Identify new clients through outreach efforts <p>Career Coaching</p> <ul style="list-style-type: none"> • Contact potential clients who have expressed interest in one-on-one career coaching • Support and maintain coaching relationship with clients • Empower the client through client-directed coaching • Coordinate one-on-one coaching schedule • Meet with clients to understand their career goals • Utilize career assessments with clients for career interest, strengths and skill discovery • Develop client employment plans in partnership with the client • Encourage clients as they work toward established career and financial goals • 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 <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 • Refer appropriate candidates to employment contacts for interviewing/application process

	<ul style="list-style-type: none"> • Maintain employer database with contacts • Promote job fairs <p>Vocational Trainings/Job Readiness</p> <ul style="list-style-type: none"> • Provide referrals to educational/vocational training programs • Assist clients in enrolling in vocational training opportunities • Develop curriculum and calendar for job-readiness classes • Provide job-readiness classes <p>Follow-Up</p> <ul style="list-style-type: none"> • Follow up with active clients at regular intervals • Follow up with clients who have gained employment (30, 60, 90, 120, 180 days) <p>Outcomes/Data</p> <ul style="list-style-type: none"> • Track monthly referral to placement ratio • Collect required documentation and ensure data is complete • Schedule, coordinate, document all vocational training participant's attend • Record data in Salesforce database to track client and program outcomes and to inform practice • 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 • 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 • Must have reliable transportation • Ability to work in a remote environment • Ability to effectively organize and manage time • Passion to help others help themselves • Community oriented and team player • Self-directed, independent worker who takes initiative and is able to solve problems 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) <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	Full-time Position: \$45,000 - \$50,000
Address	730 N. Post Oak Rd., Suite 203
City, State, Zip	Houston, TX 77024
Contact Person	Lisa Williams
Contact Title	YourLife Coach Manager
Email Address	lwilliams@thewomensresource.org
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.