

Job Title	Career Coach
Employer/ Agency	Alexander Jewish Family Service
Job Description	<p>To assist Alexander JFS Career & Employment Center clients with career transitions and developing long-term career goals. To develop strong relationships with current employers while increasing The Career & Employment Center's overall employer base by researching employment opportunities and networking with employers. The Career Coach will ensure professional programming and market the program to potential clients, community agencies, organizations, and educational institutions.</p> <p>Duties & Responsibilities</p> <ul style="list-style-type: none"> • Record, organize, and manage client and agency information to ensure accurate and timely documentation. • Maintain required forms and documentation in compliance with program and agency guidelines. • Maintain Career and Employment Center social media accounts by collaborating with the agency's Development Department and the CEC Career Coach – Business Developer. • Accurately assess clients' interests, aptitude, skills, and barriers to employment. • Assist clients in developing an effective career search strategy based on their interests, education, and experience. • Guide clients in determining their career path based on their interests, abilities, financial needs, and goals. • Coach clients develop career search materials including resumes, cover letters, thank you notes, answers to interview questions, mock interviews, disclosure, accommodations, and follow-up with employers. • Assist clients in selection and enrollment in education and training programs; provide follow-up support to ensure retention and successful completion. • Provide support and encouragement for participants during the job search and after they obtain employment to address any potential barriers or obstacles to maintaining employment. • Advise clients about work environments including virtual, remote, and on-site environments. • Provide job coaching to support clients to develop strategies to overcome challenges and barriers to employment. • Coach clients to improve interview skills through mock interviews and guidance on how to answer questions. • Connect clients with internal and external community resources. • Facilitate networking opportunities that allow business introductions between clients and employers. • Analyze current employment market trends and suggest appropriate changes to Alexander JFS Career and Employment programs.

	<ul style="list-style-type: none"> • Research and develop new business relationships with new and existing employers. • Develop and present employment workshops to employers and clients. • Represent Alexander JFS at employer meetings and conferences. • Create effective marketing strategies and materials for potential employers and clients via the Alexander JFS website, flyers, or merchandising products. • Assist in revenue growth through new contracts, assisting with grant writing and reporting and supporting efforts to secure philanthropic funding. • Other assignments as needed or assigned by management.
Qualifications	<p>Education & Experience</p> <p>Bachelor’s degree required (master’s preferred) in vocational rehabilitation, social work, psychology, human resources, or career development.</p> <p>Minimum 3 years of work experience in job development, recruitment, clients with disabilities, or business-to-business sales. Experience working with Workforce Innovation and Opportunity Act (WIOA), TANF (Temporary Assistance for Needy Families), and SNAP (Supplemental Nutrition Assistance Program) E&T programs.</p> <p>Certified by The Texas Workforce Commission, Vocational Rehabilitation in Job Placement, Job Coaching/Job Skills Training, and Supported Employment or able to obtain certification within the first year of employment.</p> <p>Certification as a Resume Writer, Global Career Development Facilitator (GCDF), Certified Business Solutions Professional (BSP), or able to obtain certification within the first year of employment.</p>
City, State, Zip	Houston, TX
Contact Person	Laura Alter, Manager - Career and Employment Center
Email Address	lalter@alexanderjfs.org
Application Method	To apply, please send a resume to: lalter@alexanderjfs.org
Opening Date	Immediately

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