

Job Title	Career Coach
Employer/ Agency	Alexander JFS
Job Description	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.
Qualifications	<p>Bachelor's degree required (master's preferred) in vocational rehabilitation, social work, psychology, human resources, or career development.</p> <p>Proficient computer skills including Microsoft Office Suite, social media, and internet research.</p> <p>Ability to use approved testing and assessment instruments appropriately under supervision.</p> <p>Ability to make formal and informal presentations.</p> <p>Ability to identify new opportunities to advance revenue.</p> <p>Ability to organize work effectively, conceptualize and prioritize objectives, and exercise independent judgment based on understanding organizational policies.</p> <p>Ability to manage complex projects and multi-task.</p> <p>Strong relational and networking interpersonal skills.</p> <p>Strong written and oral communication skills.</p> <p>Adept problem-solving skills, ability to think creatively, and to implement innovative ideas.</p> <p>Current knowledge of general principles and methods of job search including resume writing, networking, and interviewing skills.</p> <p>Ability to always maintain confidentiality and professionalism.</p> <p>Bilingual skills preferred.</p>

Salary/Hours	\$55,000/Monday – Thursday – 8:30 am to 5:30 pm; Friday – 8:30 am to 4 pm
Employer/Agency	Alexander JFS
Address	4131 South Braeswood
City, State, Zip	Houston, TX 77025
Contact Person	Laura Alter
Contact Title	Manager, Career and Employment Center
Telephone Number	713-986-7842
Fax Number	713-667-3619
Email Address	lalter@alexanderjfs.org
Application Method	Email Laura Alter at lalter@alexanderjfs.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.

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