



Job Title: Alumni Career Coach

JobTrain seeks an experienced career coach to help build and run a new career coaching service for our Health Care Career Pathway alumni. The program will help them gain the skills and support they need to advance their careers and obtain economic mobility. Our alumni have successfully completed our 3 month training program and secured employment, often overcoming barriers along the way. Your job will be to work with them as they continue their education and/or further their careers. Along with two other nonprofits and Tipping Point, we successfully prototyped a career coaching program last year. You'll work closely with our Director of Impact to take that learning and build a pilot program, generating evidence to catalyze future investment in career coaching services.

This is a full-time position with somewhat flexible hours. All meetings with clients will be virtual. Due to Covid-19 restrictions, we are not currently working in the office.

Responsibilities:

- **Program:** You'll work closely with a cross functional team, including job counselors and the impact team, to build out a program that supports our alumni as they plan their careers. You'll be able to leverage our prototype research and findings about clients and their needs, work with topic specific consultants, and you'll have the opportunity to run micro-experiments within the program to test new services.
- **Coaching:** Provide 1 on 1 support for alumni, which includes helping them plan their career paths, providing local career resources and information about their chosen field, addressing personal and life factors, and helping them build their own networks. You'll also keep workers confident and accountable to their goals.
- **Outcomes:** Working closely with the Impact team, measure outputs and outcomes to determine effectiveness of the program. Use outcomes from micro-experiments to improve the service.
- **Codification:** Work with the Impact Team to document the process so that new team members can easily get up to speed

Skills and Experience:

- 3+ years of experience in career coaching or recruiting
- Have worked with similar clients, understand their motivation and barriers
- Excellent relationship management skills, comfortable in a mentoring or advising role
- Excellent communication skills
- Bring a set of career coaching tools and practices
- Great project management skills

- Great team player
- Basic administrative skills, familiarity with database platforms like Salesforce and spreadsheets
- Knowledge of the healthcare industry is a plus

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Flexible schedule
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

About JobTrain

Located on the Menlo Park/East Palo Alto border, JobTrain is an accredited, private non-profit school, which offers an array of career training programs and supportive services for adults and out-of-school youth to help lead them to sustainable, stable careers. We serve individuals who have overcome significant academic, career and personal challenges to be successful in school and work.

How to Apply:

Interested candidates should email a resume and thoughtful cover letter to info@jobtrainworks.org with **Alumni Career Coach** in the subject line.

This position is now open, and applications will be accepted until the position is filled. JobTrain is an equal opportunity employer. Successful candidates must have legal residency and work eligibility in the United States (per INS Form I-9 instructions). JobTrain will require the successful candidate to undergo a background check.

Note: Applications will be reviewed as they are submitted. Due to the volume of inquiries that we receive we are not able to respond personally to every resume. We do review every submission carefully and will contact those that we would like to bring in for an interview.

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