



Job title: IT Advanced Career Coach

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.

About the job

JobTrain seeks an experienced career coach to help build and run a new career coaching service for our IT 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. You'll work closely with our Director of Instruction and Career Development 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.

Responsibilities:

- Program: You'll work closely with a cross functional team, including job counselors and the instruction 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, information and opportunities about their chosen field, addressing personal and life factors, and helping them build their own professional 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: 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 in IT.
- 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

Benefits:

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

January 2021

How to Apply:

Interested candidates should submit a résumé and cover letter to info@Jobtrainworks.org. The position is now open, and applications will be accepted until the position is filled. 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.

JobTrain is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, ethnic background, religion, gender, gender identity, gender expression, sexual orientation, age, marital status, physical or mental disability or national origin. Culturally and racially diverse or individuals with lived experience applicants encouraged to apply. Please let us know if you need accommodations or auxiliary aids for the interview process.