**Career & Training Coach**

The Career & Training Coach supports program participants in identifying training and professional development needs based on the participant’s skills gap, knowledge and or desired goals as it relates to self-sufficiency. Once training needs are identified, coach connects participants to appropriate training programs. The Career & Training Coach will also provide support to agency training programs, including adult education programming.

**Primary Responsibilities**

* Assess program participants in identifying career pathways and assist them in developing a training plan.
* Connect program participants to training opportunities.
* Participate/attend continuing education opportunities, conferences, and trainings to stay abreast with the latest developments and trends as it relates to the field
* Develop, and design trainings in house and or outsourced
* Utilize various training methods: workshops, professional development classes, simulations, informational, and learning lunches
* Communicate and promote collaboration with various community partners to offer beneficial community resources, training and professional development opportunities
* Assist Coaching Service’s colleagues with Employment and Financial Coaching clients as needed
* Provide ongoing follow up with clients to encourage, and monitor client’s progress
* Make appropriate resource referrals on the client’s behalf as needed
* Actively participate in shared client staffing meetings
* Documentation, record keeping, and data entry on a regular basis for all provided services
* Contribute to peer-to-peer learning
* Responsible for aligning the objectives and daily process to the Working Families Success (WFS) program goals and objectives while ensuring grant compliance and performance standards are met.
* Connect with local businesses and community partners to explore opportunities for employment or training.
* Adult Education specific responsibilities:
  + Assist adult education coordinator with student needs and data entry.
  + Fill in if adult education coordinator is absent.
  + Support the GED program by engaging with students and identifying training, educational, and/or employment needs post-graduation.
  + Ability to work most Tuesday evenings from 6:30p – 8:30p and Saturdays from 10:00a-12:00p (flex scheduling during the week), preferred.

**Education Requirements and Qualifications:**

* Bachelor’s degree from an accredited college and minimum two years of experience in a social service setting
* 1 year of experience in job development, supported employment, or workforce, preferred
* Must have reliable transportation, a current driver’s license, and evidence of auto liability insurance
* Knowledgeable of community resources and community service providers within the Dallas Fort Worth Area preferred
* Ability to coach clients utilizing the coaching model while ensuring best practices
* Ability to exercise cultural competency and awareness
* Ability to hold clients accountable
* Ability to effectively work within a team and or independently
* Proficient in Microsoft Office including Excel, Word, PowerPoint and Outlook
* Ability to accurately document case notes and input all data points into agency’s database in a timely manner
* Uphold confidentiality and professional boundaries
* Strong verbal and written communication skills

To apply: Email resume and cover letter to [info@cechope.org](mailto:info@cechope.org).