

Job Title	Workforce Career Coach
Employer/ Agency	Houston Area Urban League
Job Description	<p>General Responsibilities:</p> <p>The person in this role will provide Workforce Career coaching to assist clients to create career goals that lead to financial stability. Facilitate Workforce and Career readiness workshops/webinars. Contact clients periodically to determine if there have been changes in their career and/or financial status. Under limited direction, establishes and maintains relationships with employers and community organizations to help develop job opportunities and support continued employment for clients. Coordinates day-to-day activities such as direct client follow-up, information sessions, recruitment activities, meetings, and program reporting.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • The person in this role is a professional who uses a relational, coaching-based approach to help clients articulate and achieve their goals by providing essential Career Coaching and support to clients as they move through their journey to financial stability. • Dedicated to empowering underserved communities through Workforce Development & Training (WFD&T) and the mission of the Houston Area Urban League. • Experience working with youth and adults from various backgrounds. • Identify employment opportunities for participants in industries related to their career goals. • Provide participants with intensive one-on-one (or small group) employment coaching and referrals to identify and help remove barriers. • Maintain ongoing communication with candidates throughout the job search and/or training process, offering encouragement and guidance. • Assist in developing and implementing innovative, effective recruiting strategies for WFD&T programs. • Build and maintain community alliances. Relationship management • Research industry and high growth/high demand career pathways.
Qualifications	<p>Qualifications:</p> <ul style="list-style-type: none"> • At least 2-3 years of working with individuals who may have multiple barriers leading to employment. • Must have the ability to manage multiple goals and objectives simultaneously. • Strong public presentation skills.

	<ul style="list-style-type: none"> • Empathic, compassionate, non-judgmental, motivating and encouraging. • High school diploma. College degree preferred.
Salary/Hours	50k-55k/year 8-hour shift
Address	5260 Griggs Road, Houston, TX 77021
City, State, Zip	Houston, TX, 77021
Contact Person	Rommell Williams, Director, Workforce Development & Training
Email Address	rwilliams@haul.org
Application Method	Please email your resume to the above email address.
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 mswjjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.