**Urban Tech Jobs Program**

**Career Coach**

**PROGRAM DESCRIPTION**

The Urban Tech Jobs Program, provided by the Urban League of Philadelphia and funded by the US Department of Labor, is designed to introduce long term unemployed individuals into middle-income careers in the technology sector. The Urban Tech Jobs Program (UTJP) includes case management, employment counseling, placement services, and corporate and higher education partnerships.

**POSITION SUMMARY**

The Career Coach position will provide direct career coaching services to participants of the Urban Tech Jobs Program. This position requires organizational and time-management skills, good people skills, computer knowledge and an interest in helping adults become self-sufficient.

The Career Coach will assist UTJP participants in developing personal employment goals, honing employability skills, and creating and executing career plans. Duties will include helping clients pursue employment opportunities, providing feedback and hands-on instruction with preparing resumes and cover letters, and preparing clients for job interviews. The Career Coach will hold one-on-one coaching sessions to help people resolve barriers to employment and host workshops to help clients establish social networks and build supportive relationships among members to actively promote their career objectives.

The Career Coach will also be responsible for motivating and supporting UTJP participants in their efforts to gain employment by delivering formal and informal sessions on job search tactics, labor market information, completing online applications and the use of social media. The Career Coach will work closely with the UTJP Business Developer to create job training sessions relevant to the information technology industry and according to The Urban League of Philadelphia’soperational standards. The Career Coach will participate in trainings as required, be available for travel and attend Urban League events and/or related activities as necessary, which may include evenings and weekends.

**RESPONSIBILITIES**

* Regularly meet with participants to learn their job and career goals.
* Conduct resume and cover letter preparation workshops
* Conduct job search skills and mock interviewing workshops.
* Interview participants on behalf of Business Developer for available positions.
* Schedule career-related guest speak­ers, site visits and job shadow experiences
* Lead facilitation of career workshops in the absence of Business Developer.
* Maintain record of disbursed services and plans according to Individual Plan.
* Maintain knowledge of available certificate and training programs and providers.
* Work with Business Developer to maxi­mize employment retention and success.
* Network in the public and private sectors to pro­mote UTJP awareness.
* Ensure trainees are prepared before going to job interviews and conduct follow-up.
* Develop and maintain employer partnerships providing UTJP career opportunities.
* Other duties as assigned.

**QUALIFICATIONS**

* Bachelor’s degree in the social sciences, business, or related field, or equivalent experience
* Strong presentation skills.
* Excellent attention to detail and follow-through.
* Strong interpersonal skills.
* Excellent written and verbal communication skills and the ability to persuasively present program and trainees.
* High energy and motivation to help people succeed.
* Experience in working with job seeking adults 18 or older.
* Ability to establish rapport and relate sensitively to a multiracial and multicultural group of long-term unemployed adults.
* Knowledge of workforce development trends and community resources important to major private and public sector employers in the Philadelphia metropolitan area.
* Knowledge of local labor market trends and employer requirements.
* Understanding or willingness to learn intricacies of the tech sector job market.
* Experience in using audio visual aids to enrich the participant learning experience.
* Experience in planning and conducting training sessions or workshops.
* Experience in career coaching in either a classroom setting or on a one-on-one basis.
* Working knowledge of Microsoft Office Suite, with an emphasis on MS Word and Excel.
* Experience preparing reports for management review and documenting participant records.

To apply for this position, please submit your resume, cover letter and salary requirements to careers@urbanleaguephila.org. Please be sure to include “UTJP Career Coach” in the subject line of your submission.

The Urban League of Philadelphia is an equal opportunity employer (EEO).