Urban League of Philadelphia | Empowering Communities. Changing Lives.

Urban Tech Jobs Program
Job Description
Life Coach

PROGRAM DESCRIPTION

The Urban Tech Jobs Program, provided by the Urban League and funded by the US Department of Labor, is designed to introduce the long term unemployed in to 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.

NATURE OF WORK

The Life Coach position will provide life skills training to Urban Tech Jobs participants in an effort to resolve barriers to employment. The Life Coach will host workshops that help clients establish social networks and build relationships among members to actively promote their career objectives and support others. This position will be responsible for the UTJP intake process and administration of participant assessments to determine participant eligibility and need for support services. This position requires organizational and time-management skills, good people skills, computer knowledge and an interest in helping adults become self-sufficient. The professional must be willing to participate in training as required, be available for travel and attend Urban League events and/or related activities as necessary, which may include weekdays and weekends.

DUTIES AND RESPONSIBILITIES

- Responsible for participant intake and administering assessments.
- Maintain accurate documentation of all client interaction and services.
- Quickly and accurately determine participant needs and refer for support services
- Maintain knowledge of community resources and regularly share with participants.
- Engage participants in lessons which increase emotional capacity for career growth.
- Create and facilitate appropriate life-skills activities to support career development.
- Assist UTJP staff members to identify and schedule life skill-related guest speakers.
- Participate in UTJP meetings and web-conferences as requested by Program Director.
- Act as liaison between CBT (Cognitive Behavior Therapy) provider and UTJP participants.

- Other duties as assigned by Program Director

EDUCATION AND EXPERIENCE

Bachelor's degree in the social sciences, business, or related field, or equivalent experience. Ability to establish rapport and relate sensitively to a multiracial and multicultural group of long-term unemployed adults. Experience in planning and conducting training sessions or workshops.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Excellent attention to detail and follow-through.
- Strong organizational and time management skills
- Excellent written and verbal communication skills.
- High energy and motivation to help people succeed.
- Strong interpersonal skills, respectful, and courteous nature.
- Demonstrated ability to work independently and as part of a team.
- Knowledge of local social services and workforce development resources.
- Ability to maintain a high degree of discretion dealing with confidential information.
- Experience in life skills 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.
- Ability to maintain and preparing reports for management review and participant case file notes

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This job description is not intended to be all-inclusive. The employee will also perform other reasonably related duties as assigned by the immediate supervisor and/or President and CEO. The agency reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

The Urban League of Philadelphia is an equal opportunity employer and does not discriminate in any of its personnel policies, practices, procedures and employee benefit programs on the basis of any classification protected by law, including age, race, color, national origin, alienage or citizenship status, creed, religion, sex, gender, sexual orientation, marital status, disability, veteran status, genetic predisposition or carrier status.