



Post-Employment Career Coach

This is an exciting time at JVS! Due to previously unprecedented, organization-wide growth, JVS has many new and inviting job opportunities. If you are passionate about our work, we are actively accepting resumes and applications for all positions types, in preparation for new roles we anticipate to become available soon.

JVS, a non-profit, non-sectarian agency, is seeking a Post-Employment Career Coach, responsible for providing career advancement services and ensuring long-term job retention. The Career Coach provides high quality career counseling, training, and job retention assistance to designated job seekers. With each participant, the Career Coach provides supportive services including updating resumes, interview preparation, job search assistance and job coaching as needed. The Career Coach initiates and sustains collaborative working relationships with a variety of businesses in the greater Boston area and beyond. This individual must have flexibility to travel between various cities in order to serve participants in the Greater Boston, North Shore and South Shore areas. This individual must have a strong knowledge of issues related to individuals with significant barriers to employment, as well as experience working with people from diverse backgrounds. The Career Coach is part of a larger JVS team that supports employment, training and education needs of clients and employers. This position is based at JVS's main office and requires frequent travel to offsite locations.

The ideal candidate will have:

- 1-3 years of experience in workforce development or related field required
- 1-3 years of experience working with individuals with barriers to employment strongly desired
- Strong Microsoft Office Suite skills required
- Experience in marketing and outreach desired
- Proficiency in a language spoken by immigrant participants strongly preferred (Spanish, Arabic, Haitian Creole, or French)
- Familiarity with career ladders and professional advancement required
- Knowledge of community resources in Massachusetts and web-based resources preferred
- Presentation and facilitation skills preferred
- BA/BS in Human Services, Business Administration or related field

Work hours are generally 9-5 Monday through Friday (full-time 35 hours/week). As a full-time employee, you will qualify for medical and dental insurance, 403(b), short and long term disability and life insurance plans. A robust paid time off plan is also part of the offering. Frequent meeting with clients and employers. May be requested to work outside of scheduled hours as defined by the needs of the department. Frequent travel to offsite locations, which may include East Boston, Dorchester, Roxbury, Lynn, Lowell, Brockton, and Lawrence (car required). Will attend occasional off-site meetings with partner organizations.



SKILLS . JOBS . CAREERS

Please send your resume and cover letter to resumes@jvs-boston.org. Please indicate in your cover letter where you saw this posting.

JVS is strongly committed to diversity and a workplace environment that respects, appreciates and values employee differences and similarities. By providing and supporting a work culture that fosters and builds upon diversity and its strengths, JVS will better serve our local communities and continue to provide quality services.

JVS is an employment at-will organization and an equal opportunity employer committed to maintaining a work and learning environment free from discrimination on the basis of sex, race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, JVS prohibits retaliation against an applicant or employee because he or she has engaged in protected activity under the statutes prohibiting discrimination in the workplace.