



**POSITION:** Young Adult Career Coach

**REPORTS TO:** Youth Transitions Director

**JOB DESCRIPTION:** The *Young Adult Career Coach (Coach)* will support Boston Public Schools graduates who are not attending college. The Coach will work with other PIC staff to recruit recent graduates and graduating seniors at high-need high schools who are not attending college. The Coach will provide these young adults with individualized assessment, career exploration, and preparation for employment. The Coach will refer them to job training programs and jobs with potential for advancement. The Coach will be a member of the PIC's Re-Engagement team and will collaborate with the Employer Engagement, Postsecondary, and School-to-Career teams in identifying participants and resources. The Coach will develop a portfolio of high-quality job training programs and employers in order to secure strong placements for participants.

**BACKGROUND:** This project, funded by the Children's Collaborative for Community Health, seeks to serve an at-risk young adult population as a public health intervention. The idea is to connect non-college bound Boston Public Schools (BPS) graduates with employment and training experiences that lead to career-oriented employment. This work is part of Boston's larger strategy to reconnect Opportunity Youth, 16-24 year-olds who are neither working nor in school. This project builds on the PIC's thirty-seven-year history of youth employment, its thirteen-year history of re-engaging dropouts into high school and its more recent work engaging disconnected high school graduates into postsecondary education, training and employment.

**GENERAL RESPONSIBILITIES:**

**Coaching:**

- Reach out to recent BPS graduates who are not in college and non-college bound seniors at high-need high schools via phone, mail, social media, and in person
- Develop and implement assessment and planning tools and create individualized career plans, with short-term and long-term goals for participants
- Build relationships with participants to gain trust and foster clients' agency in their decisions.
- Develop and implement processes and services that lead to the project's expected outcomes and that ensure that clients are interested in and able to attain all goals over the course of the program
- Prepare participants for employment or training, including career exploration activities that lead to a good fit in a job or program
- Refer clients to training programs and employment, assisting through all phases of the process: application, interview, enrollment and start-up
- Follow clients' progress after program placement

**Build and maintain relationships with a network of training providers and employers:**

- Explore local job training programs to identify programs with strong outcomes and willingness to work with young adults
- Develop a portfolio of preferred training programs. Develop detailed knowledge about these training programs, including admissions criteria, time commitments, program duration and job placement outcomes for program graduates
- Work with the PIC's Employer Engagement team and the Youth Transitions Director to identify employers with jobs that pay well and have the potential for upward mobility within the company
- Develop relationships with training programs and employers to facilitate priority placements and quality experiences for program participants

**Administrative/Communication:**

- Enter service and program progress information into Salesforce database; develop reports and provide uploads as needed by the PIC or the funder
- Keep case files on each individual participants that are available for inspection upon request of supervisor or funders
- Actively contribute to Youth Transitions team meetings and Children's Collaboration for Community Health meetings

**DESIRED QUALIFICATIONS:**

- 1-3 years of experience in working with young adults with barriers to education or employment. Experience working with young people ages 18-24, strong knowledge of opportunity youth population and positive youth development framework
- 1-3 years of experience in workforce development or related field strongly preferred. Experience in career coaching/case management with excellent knowledge of coaching tools and strategies
- Ability to work in a multi-cultural, fast-paced environment
- Knowledge of community resources, job-training pathways, and web-based job search resources and techniques
- Outstanding interpersonal, customer service, communication and organizational skills
- Strong Microsoft Office skills
- Prior database entry, basic reporting and uploading experience
- Fluency in a second language, such as Spanish, Haitian Creole or Cape Verdean Creole, a plus
- Postsecondary degree preferred

Please submit cover letter and resume to Cameron Mendes-Moreau ([cameron.mendes-moreau@bostonpic.org](mailto:cameron.mendes-moreau@bostonpic.org)) by Friday, September 20, 2019.