

## **Bilingual Career Coach** (English/Spanish)



The Women's Center is seeking a full time Bilingual Career Coach in our Employment Solutions Program to work in a fast-paced, financial stability program providing employment-, financial-, and resource coaching to unemployed and underemployed women and men. In this Working Families Success model, Bilingual Career Coaches will use coaching techniques, in a client-driven process to:

- Assist participants in becoming successfully employed and financially stable
- Facilitate motivational job search workshops, creating an atmosphere of personal growth, and provide job placement/matching with participants
- Provide weekly networking & job search sessions and maintain regular contact with participants to provide one-on-one job search coaching until employed and job advancement for one to three years after employed
- Maintain regular contact with participants, providing employment and financial coaching techniques to assist participant in reaching goals
- Outreach participants for follow-up
- Accurately collect and enter data into electronic systems

### **Strong candidates will:**

- Work effectively as part of the Success Team to ensure employment assistance, financial coaching, and appropriate resources are provided
- Create an atmosphere, individually and in group settings, that facilitates motivation and personal growth for participants, in English and Spanish, in person and remotely
- Analyze complex participant situations and coach accordingly
- Have job search/job readiness skills experience
- Possess strong communication and presentation skills; effectively read, write, and speak English and Spanish
- Utilize coaching techniques with participants to move towards financial and employment goals
- Timely and accurately enter data into customized database and possess strong MS Word, Excel, and Outlook skills
- Maintain and display respect and empowerment of participants, team members, and partners

### **Requirements:**

- Bachelor's degree in social services, communication or related field
- Minimum one year experience coaching, case management, or working in social services providing employment or job readiness training, or job placement  
*(Combination of education, experience, and skills may be substituted for an individual's education or experience requirements.)*
- Must have access to regular and reliable transportation, valid driver's license, automobile insurance, and be prepared to drive own vehicle on Center business; some local travel required
- Able to work prescheduled evening and daytime hours in person and remotely

E-mail resume and cover letter with salary requirements by **December 23, 2020** to:

Terri M. Rios  
Director of Employment Solutions  
[trios@womenscentertc.org](mailto:trios@womenscentertc.org)  
SUBJECT LINE: Bilingual Career Coach

**NO PHONE CALLS PLEASE**