



Career Coach – Disability Services team

Jewish Vocational Service (JVS), a non-profit workforce development organization, is seeking a qualified Lead Career Coach in the Disability Services team.

Position Summary: The Career Coach is responsible for:

- Developing strong job leads and job placement assistance to program participants in the Disability Department
- Providing services including employment assessment, resume preparation, interview prep, and job placement assistance including outreach to employers, job development, placement, and follow –up support
- Supporting employment, training and education needs of clients and employers as part of a larger JVS team

The ideal candidate will have demonstrated skills as a Career Coach to initiate and sustain collaborative working relationships with a variety of businesses in the greater Boston area. This individual must have a strong knowledge about issues related to individuals with significant barriers to employment.

Minimum Qualifications and Experience:

- BA/BS in Human Services, Business Administration or related field
- An understanding of job development and job placement required
- Experience in marketing and outreach strongly desired
- 1-3 years of experience in workforce development or related field required
- 1-3 years of experience in working with individuals with barriers to employment desired
- Strong Microsoft Office Suite skills required

Key Competencies:

- Job Development / Employer relationship building
- Job Placement
- Removing Barriers to Employment
- Tracking program progress and reporting
- Tracking client progress
- Initiative
- Accountability and Results focused
- Promotes Agency
- Adapting to Change
- Building Relationships, Collaboration and Teamwork
- Cultural Competency and Respect
- Communication Skills
- Planning/Organizing

Please apply through our Careers at JVS page: [JVS Careers](#)

JVS Benefits: All employees who work 20 or more hours at JVS have access to our benefits. Learn more about our great benefits at our Careers page.

JVS Culture: JVS is strongly committed to diversity and a workplace environment that respects, appreciates and values employee differences and similarities.

Thanks and regards,
-JVS Human Resources Team!