

Career Coach – Disability Services

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

Position Summary: The Career Coach provides job readiness trainings to individuals with disabilities that focus on basic skills needed to obtain employment in the community. The Career Coach provides on the job training and pre-employment job readiness skills to participants. The Career Coach provides trainings and information to employer partners regarding working effectively with individuals with disabilities. The Career Coach is responsible for developing strong job leads and job placement assistance to participants. 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. The Career Coach is part of a larger JVS team that supports employment, training and education needs of clients and employers.

This is a part-time permanent position, 21 hours per week.

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.

Please apply through our Careers at JVS page: <https://www.jvs-boston.org/careers-at-jvs/>

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. 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.

Thanks and regards,

-JVS Human Resources Team!