



## Career Coach (Refugees and Immigrants Employment Services)

**Jewish Vocational Service (JVS)**, a non-profit workforce development organization. Our Refugee Services team is looking for a qualified Career Coach.

### Position Summary: The Career Coach:

- Develops strong job leads and providing high quality career counseling, training, and job placement assistance to immigrant and refugee job seekers
- Initiates and sustains collaborative working relationships with a variety of businesses in the greater Boston area
- Demonstrates strong knowledge about issues related to individuals with significant barriers to employment as well as experience working with people from diverse backgrounds
- Communicates with Program participants including immigrant adults with children who are receiving TANF/TAFDC, and other individuals eligible for Massachusetts Refugee Resettlement Program employment services

### Minimum Qualifications and Experience:

- Associate Degree in Human Services, Business Administration or related field is required
- 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
- Experience in marketing and outreach desired
- Bilingual or additional language proficiency preferred, especially in languages spoken by immigrants participants (i.e. Spanish, Haitian Creole, French, Arabic, Portuguese, Somali, Mandarin)
- Knowledge of Department of Transitional Assistance programs, community resources and/or web-based resources preferred
- Strong Microsoft Office Suite skills required

### Key Competencies:

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

**Working Conditions:** 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 by public transportation to employer locations. Will attend occasional off-site meetings with partner organizations in and around the greater Boston area.

To learn more about Benefits and to apply for the position, please visit [JVS JVS Careers](#)

Thanks and regards,  
-JVS Human Resources Team!