

## FOC EMPLOYMENT COACH JOB DESCRIPTION

United Way of Central Jersey is seeking an Employment Coach for our newly established Financial Opportunity Center (FOC), which will be located in Perth Amboy and service surrounding areas in Middlesex County.

FOCs help low- and moderate-income families attain financial security by offering an integrated bundle of services in three areas: employment and career coaching; financial coaching; and access to income supports. The Employment Coach will work as part of this cross-functional team and will report to the FOC's Project Director. Candidates are encouraged to learn about FOCs and the Local Initiatives Support Corporation that supports FOCs nationwide at [www.lisc.org](http://www.lisc.org).

### **Position Description/Key Duties**

We seek a person with workforce development experience helping unemployed and underemployed people obtain jobs or skills training so that they can find jobs or advance in their employment. Major responsibilities include:

**Job and Career Coaching**, including assessing job readiness; locating skills training; guiding resume and interview preparation; drafting individual employment plans for clients; and supporting job retention by analyzing barriers to success. Coaches will establish long-term relationships with clients to help them achieve their goals.

**Employment Matching**, including developing ongoing relationships with employers to understand their hiring needs; understanding local labor market and hiring trends; identifying in demand jobs and occupations; advocating for hard-to-employ residents; organizing job fairs; locating paid internships; and obtaining jobs for clients.

The Employment Coach will analyze recruitment, hiring and retention data to track progress and outcomes using LISC/FOC software, and will share that information with the FOC team in order to continually improve FOC processes.

### **Experience and Qualifications**

- Fluency in Spanish is required
- Relevant Bachelor's Degree and experience in workforce development, community outreach and coaching the FOC's target population
- Familiarity with the business environment in Perth Amboy and Middlesex County
- Ability to work a flexible schedule that may include evenings and weekends
- Communication skills and cultural competency to work with a variety of stakeholders
- A valid driver's license, reliable transportation and documentation of vehicle liability insurance

This is a full-time position. Salary will depend on experience. We offer a comprehensive benefits package. To apply, please send your resume to [dcallender@uwcj.org](mailto:dcallender@uwcj.org).