



Job Title: Career Coach, Urban Tech Jobs Program 2.0

Job Type: Full-Time

Salary Range: \$40,000 - \$50,000

Number of hires for this role: 1

About the Urban League Twin Cities (ULTC)

For more than 90 years, Minnesotans have looked to the Urban League as a source of strength in the community. From employment to education to engagement, the Urban League seeks to help African descendants strive for and achieve economic empowerment and self-sufficiency to build wealth that can be passed down from generation to generation.

We envision a future in which African descendants can be fully engaged, empowered, and invested in the success and well-being of the Twin Cities metro area. The Urban League understands that the cultural heritage and assets of people of African descent are a rich resource of creativity, power, and beauty.

We believe that a strong and systemic change is needed to transform our communities. The Urban League plays a vital role as advocate and thought leader for issues affecting African descendants in the Twin Cities.

About the Position

The Urban Tech Jobs Program 2.0, provided by the Urban League and funded by Google, Inc. and NBC Universal, is designed to introduce technology careers to individuals with little to no experience and individuals looking to advance their user and IT knowledge. The Urban Tech Jobs Program 2.0 (UTJP) includes case management, technology skills training, employment counseling, placement services, and corporate and higher education partnerships.

The Career Coach position will provide direct career coaching services to participants of the Urban Tech Jobs Program 2.0. This position requires organizational and time-management skills, good people skills, computer knowledge and an interest in helping adults become self-sufficient. The professional must be willing to participate in training as required, be available for travel and attend Urban League events and/or related activities as necessary, which may include evenings and weekends.

The Career Coach will assist UTJP participants develop personal employment goals, hone employability skills as well as the creation and execution of career plans. Daily duties may include helping clients pursue employment opportunities, providing feedback and hands on instruction with preparing resumes and cover letters, and preparing clients for job interviews. They also will hold one on one coaching sessions to help people resolve barriers to employment and host workshops that help clients establish social networks and build relationships among members to actively promote their career objectives and support others.

The Career Coach will also be responsible for motivating and supporting UTJP participants in their efforts to gain employment by delivering formal and informal sessions on job search tactics, labor market information, completing online applications, assessments, and use of social media. The Career Coach will actively recruit participants to the program and seek out relationships with employers for employment opportunities with participants who successfully complete program goals.

Primary Duties & Responsibilities:

- Regularly meet with participants to learn their job and career goals.
- Conduct resume and cover letter preparation workshops.
- Conduct job search skills and mock interviewing workshops.
- Present the UTJP at various trade shows, job fairs, corporate and community events.
- Schedule career-related guest speakers, site visits and job shadow experiences.
- Lead facilitation of career workshops and Urban League orientation sessions.
- Maintain record of disbursed services and plans according to Individual Plan.
- Maintain knowledge of available certificate and training programs and providers.
- Work with UTJP Support Representative to maximize employment retention and success.
- Network in the public and private sectors to promote UTJP awareness.
- Ensure trainees are prepared before going to job interviews and conduct follow-up.
- Develop and maintain employer partnerships providing UTJP career opportunities.
- Other duties as assigned.

Experience & Qualifications

- Bachelor's degree in the social sciences, business, or related field, or one to two years' relevant experience.
- One to two years' experience in job coaching, mentoring, and/or job placement is preferred
- Knowledge of workforce development trends, community resources important to major private and public employers in the metropolitan area, local labor market trends, and employer requirements.
- Familiarity with Information Technology terminology, such as CompTIA, CISCO, Microsoft, Google, cable/network administration, information security, computer support and IT sales, a plus
- Experience in planning and conducting training sessions or workshops.
- Highly developed ethics, integrity, and emotional intelligence.
- Excellent written and verbal communication skills.
- Ability to interact with people of all ages, socio-economic and cultural backgrounds.
- Ability to coach and support people with diverse backgrounds and challenges
- Team player and ability to pivot and manage through change
- Strong interpersonal skills

Benefits

- 401(k)
- Health insurance
- Health savings account
- Paid time off
- Professional development assistance
- Employee assistance program

NOTE: A waiting period may apply for some benefits.

Work location/Ability to Commute/Relocate:

- Employees of ULTC are currently working remotely due to the COVID-19 Pandemic.
- This position is located in Minneapolis, MN 55411; the successful candidate is expected and required to reside in the Twin Cities metropolitan area and work onsite at ULTC offices when ULTC remote working protocol is lifted.
- No relocation assistance is being offered for this position.
- All staff working onsite must submit proof of vaccination and booster, if eligible for booster, or submit acceptable documentation of a religious or medical exemption, in which case the employee must agree to weekly COVID-19 tests and weekly submission of proof of a negative test result.
- ***This is a two-year program initiative with the possibility for renewal in 2024.***