



**Job Title: Life Coach, Urban Tech Jobs Program 2.0**

**Reports to: Workforce Program Manager**

**Job Type: Full-Time**

**Salary Range: \$40,000 - \$55,000**

**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 Life Coach position will provide life skills training to Urban Tech Jobs participants to resolve barriers to employment. The Life Coach will host workshops covering topics including but not limited to resiliency, time, and stress management, to help participants establish foundational methods in tackling challenges that can occur in everyday life. This position will be responsible for the UTJP administration of the participant assessments to determine participant eligibility and need for support services. The Life Coach will also serve as the key point of contact for resources as needed on a case-by-case basis, in the areas of financial assistance, legal services, transportation, housing, and immediate employment. The candidate for this position 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 weeknights and weekends.

### **Primary Duties and Responsibilities:**

- Administer participant assessments
- Create and facilitate appropriate life-skills activities to support career development
- Support goal setting, personal growth, and development
- Maintain accurate documentation of all client interaction and services
- Present the UTJP at various trade shows, job fairs, corporate and community events
- Source and maintain knowledge of community resources available to participants
- Quickly and accurately determine participant needs and refer for support services
- Maintain record of disbursed services and plans according to Individual Plan
- Assist UTJP staff members to identify and schedule life skill-related guest speakers
- Participate in UTJP meetings and web-conferences as requested by Program Manager
- Engage participants in lessons which increase emotional capacity for career growth

- Act as liaison between CBT (Cognitive Behavior Therapy) provider and UTJP participants

## **Experience & Qualifications**

- Bachelor's Degree in social services, business, or related field, or at least 2 years' experience in life-skill development, mentorship, and/or behavior modification
- Knowledge of workforce trends, social services, and community resources important to private and public employers in the Twin Cities Metro area
- Some consultative sales, marketing, and social media knowledge/experience
- Strong presentation skills
- Excellent attention to detail, follow-through, and prioritization
- Organized, detail-oriented, and collaborative
- Highly developed ethics, integrity, and emotional intelligence
- Strong communication skills – in both oral and written form
- Ability to work independently and as part of a team
- Personal commitment to working with people of diverse racial and socioeconomic backgrounds and demonstrated experience to that personal commitment

## **Benefits**

- 401(k) & 401(k) match
- Health insurance (Medical, Vision, & Dental)
- Supplemental benefits
- Paid time off
- Professional development assistance

*NOTE: A waiting period may apply for some benefits.*

## **Work location/Ability to Commute/Relocate:**

- Employees of ULTC are currently working in a hybrid model with three days of working in-person and two days of working remotely at home.
- This position is located in Minneapolis, MN 55411
- 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.