

CINCINNATI WORKS JOB POSTING

Cincinnati Works seeks a **Professional Development Coach** to work one-on-one with our Members to achieve their goals through sustainable employment. The Professional Development Coach will guide Members through job readiness, job search, and job retention while providing individual support and access to resources to remove barriers in their path.

The Professional Development Coach will:

- Work with Members to identify goals and barriers leading to the development of an Individual Service Plan.
- Coach Members regarding job readiness, job search, job retention skills and attitudes.
- Build relationships with Members to provide individual support and maintain accountability toward their goals through regular contact and an established job search/retention routine.
- Coordinate with internal and community resources to assist Members in managing barriers such as transportation, child care, legal, and financial.
- Facilitate job search/career information workshops and presentations.
- Maintain Member databases (Salesforce and others as required) by ensuring accurate and complete data entry.
- Compile monthly employment data and submit reports utilizing Salesforce and other databases.

The ideal candidate will possess:

- The desire to work in a mission-driven organization.
- A passion for eliminating poverty.
- A strong belief that all people deserve the opportunity to take care of their families with the income they earn.
- An understanding of or experience with non-profit organizations.
- A Bachelor's degree in human resources, education, social work, communication or related field or equivalent work experience.
- Experience in human resources, employee relations, program development, educational counseling or career pathways and/or job coaching.
- Ability to work a flexible schedule (occasional evenings and weekends may be required).

To apply, send an email to HR@cincinnatiworks.org with "Professional Development Coach" in the subject line and include a cover letter, resume and salary expectations.

About Cincinnati Works:

Cincinnati Works is a nonprofit organization that brings hope and encouragement to people living in poverty through a network of comprehensive employment services and employer partnerships. Founded in 1996, the organization has helped thousands of job seekers below the federal poverty level find employment and work toward economic self-sufficiency. Upon stabilization and retention of the job, coaching services are provided to enable Members to advance to higher paying jobs. Please visit cincinnatiworks.org for more information.