

Cincinnati Works Job Posting

Coach – Phoenix Membership

August 2020

Cincinnati Works is seeking a **Coach** to support individuals served through the Phoenix Program – a **program designed to reduce the gun violence in Cincinnati** by providing an alternative to involvement in at-risk lifestyles and/or in danger of becoming involved. This position delivers career and life coaching services that support Members in assessing barrier mitigation, developing goals and identifying career and education pathways. The coach must have significant experience working and/or interacting with individuals closely associated with gun violence, gangs, drugs and other crimes, their lifestyle structures and dynamics, and a familiarity of community resources needed to effectively support them along the path towards self-sufficiency. While some served may be returning citizens many are not and some have no criminal history. **This is not a re-entry program.** The coach must have the flexibility to work a non-traditional work schedule.

The Phoenix Coach will:

1. Promote successful job retention and barrier mitigation of participants through regular contact to monitor and encourage progress and provide coaching on any issues or needs that arise.
2. Work with participants to complete a very detailed action plan by:
 - a. Establishing a baseline stability assessment with subsequent strategies for improvement.
 - b. Ongoing review with the Member to ensure progress is made toward barrier mitigation that may impact job attainment and job retention. This will include collaboration with partners whose focus may include job search, financial, behavior health and legal coaching.
 - c. Career and education exploration through the use of labor market information and resources, assessments, career development models and technology as appropriate.
3. Track all participants data in Salesforce, a cloud-based customer relationship management service.
4. Assist the Director of Coaching in developing, maintaining and delivery coaching services.
5. Effectively collaborate with the Phoenix Mentor and other external partners to support Members.

The ideal candidate will possess:

- The desire to work in a mission-driven organization with an understanding of/or experience with non-profit organizations.
- A passion for working to eliminate poverty and with those who are at-risk and/or low income individuals with the ability to provide services in a culturally sensitive manner.
- A strong belief that all people deserve to take care of their families with the income they earn.
- 2-5 years' experience in coaching and/or career pathways or educational advising.
- Demonstrates strong experience or understanding of the principles of networking, barrier mitigation, and education and skill exploration supported by good research techniques, analysis and planning skills.
- Established experience in the use of technology including, videotelephony and chat, smart phones and apps, Microsoft Office– particularly Outlook, Word, Excel and Social Media tools like Facebook.
- Ability to work a flexible schedule (evenings and weekends may be required)

Preference given to candidates with:

- Past life experiences with gun violence, gangs, drugs and other illegal activities, who are now able to support others along their journey out of 'the lifestyle'.
- At least 1 year of advising experience with a focus on career pathways and/or post-secondary education.
- A Bachelor's degree or equivalent work experienced in human resources/services related disciplines, and/or training which demonstrates the ability to perform the duties as described.

HOW TO APPLY:

Send an email to: hr@cincinnatiworks.org with "Coach – Phoenix Membership" in the subject line and include a cover letter, resume, and salary expectations.