

JOB POSTING

Cincinnati Works is seeking a **Workforce Coach** for Workforce Connection, our social enterprise that seeks to assist the large number of “working poor” in our community. Workforce Connection embeds coaches in local companies to provide Cincinnati Works services to entry-level employees, who are often low-wage earners who experience several barriers to sustained employment. The Workforce Coach will leverage Cincinnati Works services and supports to identify those barriers and broker connections to available resources.

The Workforce Coach will:

- Help Member/employee create a career plan and track progress, noting barriers addressed along the way.
- Coach Member/employee regarding career growth, job retention skills and attitudes. Facilitate assessments that can provide insight into career interests and opportunities.
- Collaborate with Member/employee to develop individual advancement goals once job retention has been established.
- Facilitate educational programming as needed, through adult learning models (ADDIE, VAK Learning styles, etc.).
- Maintain Member databases (Salesforce and others as required) and oversee 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 working to eliminate 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
- 2-5 years’ experience in human resources, employee relations, program development, educational counseling or career pathways and/or job coaching
- Working knowledge of applicable employment and labor laws
- Demonstrated experience in managing projects and coordinating the activities of multiple team members to complete a project
- Ability to work a flexible schedule (evenings and weekends may be required)

Preference given to candidates with:

- Demonstrated expertise in construction, retail, food service, residential treatment, and/or healthcare
- Experience in financial counseling
- At least 1 year of management experience

Potentially serving new employer clients in Piqua County (south of Dayton), Lebanon, Dayton, Fairfield, and Northern Kentucky

HOW TO APPLY: Send an email with "Workforce Connection Coach" in the subject line to HR@cincinnatiworks.org. Include a cover letter, resume, and salary expectations.