

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 for those seeking 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 knowledge of at-risk individuals, lifestyle structures and dynamics, and a familiarity of community resources needed to effectively support them along the path towards self-sufficiency. The coach must have the flexibility to work a non-traditional work schedule.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Demonstrated ability working with at-risk individuals from different cultural and socioeconomic backgrounds.
- Strong interpersonal/team building skills to work cooperatively and effectively with others and groups.
- Ability to utilize a variety of Microsoft Office Suite software, Outlook, Salesforce, and others platforms including social media necessary to perform essential administrative responsibilities.
- Self-motivated and enthusiastic.
- Excellent verbal and written communication skills.
- High attention to detail, excellent organizational skills, creativity and innovation.
- Ability to operate under pressure and meet deadlines.
- Effective time management techniques, the ability to work independently and meet deadlines and/or coordination of simultaneous projects with times of high levels of mental and/or emotional stress.
- Able to multi-task and manage the completion of multiple projects, often with shifting priorities, while working under direct supervision or independently.
- Good research techniques, analysis and planning skills.

QUALIFICATIONS:

- Bachelor's degree and/or 2+ years equivalent work experienced in human resources/services related disciplines, and/or training which demonstrates the ability to perform the duties as described.
- Demonstrated 2+years' experience in coaching core competencies, career pathways, the use of social media, principles of networking, barrier mitigation approaches and education and skill exploration.

SALARY AND BENEFITS:

- Salary commensurate with experience
- Benefits include health care plan, 401k plan with employer contribution, parking allowance, paid time off, flexible work hours

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 by Dave and Liane Phillips, the organization has helped thousands of job seekers below the federal poverty guidelines 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 www.cincinnatiworks.org for more information.

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.