



Building better lives. One job at a time.

JOIN US TO HELP OUR COMMUNITY!

JVS Los Angeles offers hope and opportunity to our diverse community through job training, mentoring and education, combined with expert career guidance and employer partnerships, transforming lives and empowering individuals to achieve dignity and independence.

Career Coach

Job Description and Duties:

The Career Coach represents JVS in the community and seeks opportunities to expand partnerships and opportunities for out-of-school youth. This position assists youth to build confidence and increase employability skills. Must meet weekly, quarterly, and yearly program goals. Provides professional and skilled assessments, career guidance; resume assistance and employment preparation services to candidates. Updates agency database, Cal-jobs portal and provides client-tracking reports to management. Will work directly with youth identified as high risk and high needs ages 17 – 21 years of age. Ability to work as part of a team and independently to reach Agency stated objectives and goals. Will represent the Agency at public events and be open to working some evenings and weekends. Will conduct cold calls and develop new job leads for assigned clients. Will conduct presentations and assist job seeker and job readiness skills. Will obtain employment verifications and provide client progress notes and data for case files. Facilitate additional programs and duties designed by Division Deputy Director or supervisor to achieve success of programs and meet JVS mission.

Position Requirements:

Demonstrated marketing or sales background with a commitment to the mission of assisting low-income or disadvantaged communities. Requires excellent communication skills both verbal and written. Must have passion for youth and a zeal for seeing them succeed. Experience making cold calls and developing new job leads for assigned clients, a plus. Ability to work in a team environment and independently, meet deadlines, meet performance and encourage others to excel. Candidate must have experience building successful working relationships with a diverse range of individuals and ability to research, process and organize a variety of information applicable to youth services. Responsible for cultivating for-profit and non-profit relationships with employment hiring departments to place youth candidates. Proficiency in Window/Microsoft Office environment; occasionally work evenings and weekends.

Physical Requirements/Working Conditions

Must be able to operate standard office equipment. Some lifting and carrying of files and significant fine finger dexterity. The job requires 50% sitting, 30% walking and 20% standing. This job is performed in a clean and healthy office and school environment.

Education/Certification/Licensure

Bachelor's Degree required in business, marketing or related field. 3-5 years of business experience including sales/business development experience.

Preferred

Bilingual (Spanish) and/or multilingual capabilities are preferred.

EOE, good benefits

Please send your resume to HR@jvsla.org Put on subject line: Youth Career Coach