



Career Coach

About JPNDC

The Jamaica Plain Neighborhood Development Corporation (JPNDC) is a grassroots community development corporation anchored in 46 years of community organizing and resident leadership value. We seek to help transform the lives and amplify the voices of Boston residents who have been excluded from prosperity by racial and economic inequities. We build affordable housing that allows people to thrive, provide economic prosperity services that help people build on their strengths, and organize people to pursue the changes they desire. Based in Jamaica Plain, we envision an equitable and inclusive Boston in which all people have access to secure housing, economic prosperity for their families, safe and vibrant childcare and neighborhoods with strong community relationships, political power, and opportunities to fulfill their potential.

What We Offer:

JPNDC offers an extensive Benefits package! Up to 90% of individual insurance premiums paid for health insurance, vision, and Altus dental insurance, 2 weeks of vacation and 14 holidays recognized per year, employer – paid life & disability insurance, a vested 403b retirement, and much more! CEU Credit or comparable training offers to support professional development in areas of: DEI, economic and workforce development, early childhood education, and affordable housing and real estate finance.

About this Position: If you are Ready to make a lasting impact in the lives of others, consider applying!

JPNDC is seeking a motivated and experienced Career Coach to join our team and provide comprehensive career development support to individuals in our community. As a Career Coach, you will work closely with job seekers, helping them define and achieve their career goals through personalized coaching, skill development, and job placement strategies. Your expertise and guidance will empower individuals to enhance their employability and secure meaningful employment opportunities. This position requires a passion for assisting others, strong communication skills in both English and Spanish, and a deep understanding of the local job market.

Reports To: The Career Coach will report to the Director of Economic Mobility Services.

What you will be overseeing:

1. Provide individualized career coaching to job seekers, including resume development, interview preparation, job search strategies, and career planning.
2. Conduct comprehensive assessments of clients' skills, interests, and aspirations to develop personalized career development plans.
3. Offer guidance and support in identifying potential career paths, exploring training and educational opportunities, and setting achievable career goals.
4. Assist clients in acquiring and enhancing job search skills, such as networking, online job applications, and professional branding on social media platforms.
5. Collaborate with community organizations, educational institutions, and employers to build partnerships and access job opportunities for clients.
6. Conduct workshops and group sessions on various career-related topics, including job readiness, professional development, and workplace skills.
7. Stay updated on labor market trends, industry demands, and emerging job sectors to provide relevant and accurate career guidance.
8. Track and document client progress, outcomes, and job placements to measure program effectiveness and inform future strategies.
9. Maintain confidentiality and ethical standards while working with sensitive client information.
10. Collaborate with other JPNDC staff members to leverage resources and provide holistic support to clients.

What it takes to be successful:

- Bilingual in Spanish and English is required.
- Must be proficient at using Microsoft Office, Zoom, Google Apps, Internet, social media and other online platforms.
- Associate degree in a relevant field such as counseling, career development, human resources, or equivalent work experience is highly preferred.
- Create/provide any trainings to support client success.
- Proven experience as a Career Coach, Job Placement Specialist, or in a similar role, preferably working with diverse populations.
- Knowledge of career development theories, vocational assessment tools, and job search strategies.
- Familiarity with the local job market, industry trends, and employer needs in the community.
- Excellent communication skills in Spanish, both written and verbal, with the ability to effectively engage and motivate individuals from diverse backgrounds.
- Demonstrated ability to build rapport, establish trust, and provide constructive feedback to clients.
- Proficient in using career assessment tools, job search platforms, and relevant software applications.
- Strong organizational skills, with the ability to manage multiple priorities and meet deadlines.
- Cultural sensitivity and the ability to work effectively with individuals from diverse ethnic, socioeconomic, and educational backgrounds.
- A commitment to social justice and community development.

Work Environment: This is a full-time role with a willingness to work a flexible schedule, including some nights and weekends, on a scheduled basis.

Employment Terms/Compensation: This is a full-time, salaried position with a competitive and full benefits package. The salary for this position is between \$55,000-\$63,000. The salary depends on experience.

Email cover letter and resume to: vhampton@jpndc.org. Cover letter and resume are required. No phone calls please. Position open until filled.

JPNDC is an Affirmative Action/Equal Opportunity Employer