

OAI JOB OPENING

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| Position Title: | Career Coach <i>(Full time, non-exempt)</i> |
| Department: | OAI Chicago Southland |
| Location: | 208 Forest Blvd. Park Forest, IL |
| Flexible Hybrid: | work from home/Park Forest Office/in community |
| Reports to: | Program Manager, OAI Chicago Southland |
| Oversees: | n/a |
| Salary: | \$45-50K per year |

Who Are We?

As a premier workforce education, training, and development organization, OAI's mission is pretty simple: to improve lives. We do that through offering training that leads to safe, meaningful employment while helping companies and communities to thrive. Our commitment to Diversity, Racial Equity and Inclusion means you will be joining a very diverse and dynamic team of professionals who are enthusiastically dedicated to our mission. Big thinkers, strategists, problem solvers, caring fun-lovers ... OAI is a place that encourages innovative thinking and values flexibility and work-life balance. Our hard-working team is supportive and collaborative and all share a common desire to help our fellow citizens live better, safer lives. We're a growing non-profit and we're looking for people to grow with us!

Who Are You?

You're a mentor, motivator, and collaborator. You enjoy helping others find their true potential through self-discovery and goal setting. You are committed to community growth and being part of that change. If this is you, we need you to join our team!

The **Career Coach** at our OAI Chicago Southland Office, primarily works with clients to create and execute career plans. Responsibilities include holding one-on-one coaching sessions, hosting development workshops, cultivating and maintaining training partner relationships, and following up with clients at training sites. The career coach works closely with business account executives for retention activities.

Why OAI?

Remember when we said at the top that we value work-life balance? That's legit; OAI's pay and benefits are generous! Benefits include:

- BCBS medical and dental insurance
- VSP vision
- Short- and long-term disability insurance
- Professional development opportunities
- Seven paid holidays plus we are closed between Christmas Eve and New Year's Day
- Hybrid office setting
- Paid time off
- Weekly mental health time off
- Monthly Internet/phone reimbursement
- 401k Plan with match
- Excellent technology and IT support
- Employee Assistance Network

OAI provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, disability or genetics.

How to Apply?

To apply, submit cover letter describing your interest and experience along with your resume to oaihr@oaiinc.org

Key areas of responsibility:

Direct Participants Services

- Provide individual counseling and support to participants to assess level of motivation and job readiness
- Develop and document career and retention plans with participants
- Work closely with Program Coordinator to establish individual employment plans and determine program suitability
- Conduct job readiness workshops for program participants including developing resume and cover letters, to conduct labor market research, and how to analyze occupations
- Assist with participant application and interview process
- Coordinate youth-centered activities as needed
- Interface with employers and gather feedback to aid in maintaining successful employment

Service Coordination

- Meet regularly with internal business account executives to match participants to employment opportunities
- Work closely with system navigator to connect participants to support services
- Work collaboratively with entire OCS team to provide a high level of service coordination

Impact and Data Management

- Maintain participant records via Salesforce including contact information, case notes, career plan progress, job placement, retention, wages and employment activities
- Coordinate and report on participants' retention activities and other reports per program parameters
- Assist in grant application research and writing, report completion and database updates as needed

Required Qualifications:

- High School Diploma or G.E.D. Certificate required. Four-year college degree in a human services or related field preferred - equivalent work experience will be considered.
- Community outreach, case management, and employer relations experience
- Motivated, self-directed, and conscientious of various roles and responsibilities
- Ability to communicate ideas, advice, feedback and critiques professionally and concisely in individual and group settings
- Ability to recognize weaknesses and develop plans to aid in personal and career growth
- Proficiency in MS Office including Word, Excel, and PowerPoint. Experience with Salesforce data management system or similar client based platform

- Bilingual Spanish-English is a plus
- Must have automotive transportation for reimbursable local job-related travel. Valid driver's license and auto insurance required
- Flexible hybrid position with in-person client meetings and off-site community and employer meetings