

OAI JOB OPENING

Position Title:	Employment Workforce Coach <i>(Full time, non-exempt)</i>
Department:	Pre-Employment Education and Training
Location:	180 N. Wabash Ave. Suite 750 Chicago, IL
Flexible Hybrid:	work from home/downtown office/in community
Reports to:	Program Manager, PEET
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 relationship builder, mentor, and networker. You love working with other people and making connects to help others thrive. You are committed to community growth and being part of that change. If this is you, we need you to join our team!

The Employment Workforce Coach (EWC) in the Pre-Employment Education and Training department expands OAI's presence with Chicagoland employers with a focus on the environmental health and safety industry. The EWC coordinates activities related to employment and retention of students including employer engagement, identifying and securing jobs for OAI trainees, facilitating alumni activities, tracking employment data, and working with the entire team towards our trainees' success.

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:

Employer Engagement

- Assesses employer needs and develops and implements employment plans to address those needs.
- Recruits, solicits and develops relationships with employers, professional organizations and partner agencies.
- Maintains employer linkages through efficient, timely service and regular communication; provides feedback from employers and ensures workforce needs and retention goals are being met.
- Creates job development marketing materials targeted at employers, with input and ultimate approval of affected program directors and managers.
- Organizes Employer Forums, Employer Advisory Boards and other Employer events as needed.

Direct Job Placement and Retention Activities

- Coordinates scheduling of interviews with job seekers and employers. Periodically accompanies job seekers on scheduled interviews.
- Meets or exceeds the job placement and retention benchmarks of OAI job training grants.
- Provides retention services including following up on job seeker progress and ensuring client companies' workforce needs are being met.
- Exhibits at Job Fairs and Workshops to promote OAI program trainees.

Training and Coaching Activities

- Working in conjunction with classroom trainers, conducts trainee workshops and/or other training related to job interviewing, department, resume writing, digital literacy in career guidance, and other job preparation matters.
- Creates a transformative and motivational coaching environment and establish dependable relationships with clients.
- Develops comprehensive career guidance action plan, preparing clients for various employment stages; such as resumes, interviews, on-the-job performance, etc.
- Works with recruiters and training departments to ensure clients being recruited are good matches for training programs.
- Schedules meetings with instructors and program staff to determine class readiness/appropriate employment matches.

Impact and Data Management

- Maintains database of employer and industry contacts and interactions
- Produces regular project status reports using internal Salesforces dashboards and reporting.
- Enters trainee employment, retention, and other programmatic data in internal Salesforce system and funder required data management systems.

- Contributes to monthly, progress and final report narrative writing and data gathering.
- Writes student success stories for reporting and program promotion

Required Qualifications:

- Four-year undergraduate degree preferred, with 2-3 years of experience in workforce development preferred.
- Motivated self-starter
- Socially conscious with ability to work with diverse populations.
- Organized, confident, articulate public speaker, team player, detail-oriented.
- Knowledge of local and economic and labor market conditions and trends
- Demonstrated ability to successfully develop work opportunities and place individuals in jobs or demonstrated success in transferable skill area.
- Demonstrated ability to work with minimal supervision and to produce timely written reports.
- Marketing, sales, H.R., community outreach experience valuable.
- Must have automotive transportation for reimbursable local job-related travel. Valid driver's license and auto insurance required
- In-office position with high level of off-site community and employer engagement meetings.