

send a cover letter and resume to [resumes@jvs-boston.org](mailto:resumes@jvs-boston.org).

mention referred by AboutBlackBoston Online

### **Position open -- - Lead Career Coach**

Jewish Vocational Service seeks a **Lead Career Coach** to build, strengthens and grow key partnerships, supervises and supports direct service staff, and oversee the English for Advancement program. The Lead Career Coach provides a full continuum of services including job search assistance, career coaching and job development to designated job seekers with low to intermediate English-speaking abilities.

This individual must have a strong knowledge of issues related to individuals with significant barriers to employment, as well as experience working with people from diverse backgrounds. The Lead Career Coach initiates and sustains collaborative working relationships with a variety of businesses in the greater Boston, Lawrence, and Lynn areas.

This individual must have flexibility to travel between various employer locations in order to serve participants applying for jobs in the greater Lawrence area and Lynn area, and to travel to Boston as needed. **This is an off-site position split between Lawrence and Lynn, MA.**

The ideal candidate will have:

- Minimum of 2 years of program/contract management and supervisory experience
- 1-3 years of experience in workforce development or related field
- Experience in curriculum development for the adult learner
- Ability to analyze course outcomes and propose means to achieve desired outcomes, if appropriate
- Strong working knowledge of Microsoft Office Suite
- Strong interpersonal, communication and organizational skills are required
- Ability to work independently and as part of a team is required
- Ability to work effectively with staff and clients from diverse cultural, socio-economic, ethnic and educational backgrounds is required
- Ability to deal tactfully and effectively with a diverse group of clients at all levels of the organization
- Demonstrated and effective presentation and facilitation skills are required
- Proficiency in a language spoken by immigrant participants preferred (Spanish)

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- Knowledge of community resources in Lawrence and/or Lynn and web-based resources preferred
- Bachelor's Degree in Human Services, Business Management or related field required.

Work hours are generally 9-5 Monday through Friday (full-time 35 hours per week).

As a full-time employee, you will qualify for medical and dental insurance, 403(b), short and long term disability and life insurance plans. A robust paid time off plan is also part of the offering.

**If you wish to apply, please send a cover letter and resume to [resumes@jvs-boston.org](mailto:resumes@jvs-boston.org). Please indicate in your cover letter where you saw list listing.**

JVS is strongly committed to diversity and a workplace environment that respects, appreciates and values employee differences and similarities. By providing and supporting a work culture that fosters and builds upon diversity and its strengths, JVS will better serve our local communities and continue to provide quality services.

JVS is an employment at-will organization and an equal opportunity employer committed to maintaining a work and learning environment free from discrimination on the basis of sex, race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, JVS prohibits retaliation against an applicant or employee because he or she has engaged in protected activity under the statutes prohibiting discrimination in the workplace.

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