Position: Part-Time Success Coach

Minimum Qualifications:
1. Bachelor’s degree required.
2. One year of full-time related work experience in social work, counseling, training, advocacy, leadership, and/or community development required. Experience working with diverse populations preferred.
3. Proficient Knowledge in Microsoft Office Application required.

Primary Purpose This part-time position performs a variety of services to facilitate the Back 50+ Women’s Economic Stability Initiative (WESI) at Jefferson State Community College. Serves as a recruitment source and coach for job candidates ages 50 and older, meets with participants on a regular basis for individual and group coaching, enters and maintains participant data, and transitions job candidates into employment or training. The employee will:

Job Functions:
1. Develop and maintain effective working relationships with community partners, employers, College staff, Career Center staff and Workforce Education staff to promote Back to Work 50+ WESI Program.
2. Act as a liaison between the Grant Program and partner organizations, as well as program participants on a consistent basis to ensure active participation and adherence to program guidelines.
3. Assist in the planning and execution of grant activities.
4. Provide the Program Director with necessary information for reports as required by the Grant and the College.
5. Identify resources for grant participants.
6. Facilitate coaching and mentoring for job candidates.
7. Collaborate with job candidates to identify career goals, barriers to employment and processes for transitioning into employment or training.
8. Guide job candidates in preparing cover letters and resumes, developing networking and employment strategies, honing interview skills and creating professional portfolios.
9. Input alphabetic and numeric data using established procedures via web based interface; maintain related files, records, and databases.
10. Perform other duties as assigned.

Salary: Salary is based on 19 hours per week. Hourly rate is $20.00.

Application Deadline: 4:30 p.m., March 23, 2016

Application Procedure: A complete application packet consists of:
1. A completed Jefferson State Community College application specific to this position
2. Current resume
4. Work experience verification in writing from your current and/or previous employer(s) confirming the required level of experience as stated in the “Minimum Qualifications” section. Verification should include dates of employment and position title(s). Upon request from the applicant, work experience verification from current employer only may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover required level of experience as stated in the “Minimum Qualifications” section, verification from previous employer(s) is required. Remember that the work experience verification completion is your responsibility. Please visit http://www.jeffersonstate.edu/about-iscc/human-resources/work-experience-verification/ to obtain form. (For clarification, please contact Human Resources)

Materials may be submitted to:
Jefferson State Community College
Human Resources
2601 Carson Road
Birmingham, AL 35215-3098
Phone: (205) 856-7764 or 856-7899
Fax: (205) 856-7720

This Employer Participates in E-Verify

It is the official policy of the Alabama Department of Postsecondary Education and Jefferson State Community College, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College’s prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding. Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check.

EQUAL OPPORTUNITY EMPLOYER