



Opportunities Industrialization Center, Inc.
1231 N. Broad Street, 4th Floor, Philadelphia, PA 19122

Job Description: Workforce Development Career Coach

Since 1964 OIC Philadelphia has been a leading workforce development and education provider. OIC offers quality job training, life skills, supportive services, and employment opportunities.

Summary:

The Workforce Development Career Coach is essential in supporting participants throughout their journey. We are seeking a dedicated and dynamic Career Coach to support individuals in achieving their professional goals. The Career Coach will assist our participants in their journey with OIC Philadelphia. This role will help participants identify career paths, develop actionable career plans, improve job search strategies, and build necessary skills for career advancement. The ideal candidate will be passionate about helping others, have strong interpersonal skills, and possess a deep understanding of job markets and career development strategies, providing consistent guidance from admission through graduation and into successful employment.

Essential Duties and Responsibilities:

- Guide participants through the entire training journey and offer personalized support.
- Conduct regular one-on-one coaching sessions to evaluate participant progress, identify challenges, and provide targeted strategies and resources to overcome obstacles to employment.
- Foster a positive and inclusive environment that promotes success and achievement.
- Identify and connect participants with relevant resources to address individual needs and overcome barriers to success.
- Collaborate with internal and external stakeholders to expand the range of available resources for participants.
- Work with the employment specialist to connect with employers and industry partners to create opportunities for success in the workforce.
- Facilitate group workshops on job readiness skills, such as career planning, networking, workplace professionalism, and communication.
- Collaborate with the alumni department to ensure participants have continuity of service post-graduation.
- Provide individualized career coaching and guidance to participants, helping them set and achieve employment and career development goals.

EQUAL OPPORTUNITY EMPLOYER: Philadelphia OIC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.



Education/Work Experience:

- Bachelor's degree in counseling, social work, education, or a related field preferred. Equivalent experience may be considered.
- Minimum of 2-3 years of experience in student support services, career counseling, and/or coaching.

Specialized Knowledge and Skills:

- Strong communication and interpersonal skills, with the ability to connect with individuals from diverse backgrounds.
- Proven skills in handling detailed tasks and multiple assignments.
- Strong organizational and time-management skills.
- Established interpersonal, verbal, and communication skills.
- Ability to establish and maintain effective working relationships with various types of individuals and companies.
- Knowledge of community resources and services, with an understanding of the Philadelphia area's specific needs.

OIC Philadelphia is a mission-driven nonprofit, that provides both the values and sense of purpose that working for a historic nonprofit provides. We provide a competitive salary and a comprehensive benefits package and invest in the growth and development of our staff. Our work environment is collaborative and focused and will provide you with the opportunity for deep utilization of your particular set of talents.

Work Conditions

OIC Philadelphia is currently working in a hybrid work environment that allows for a flexible work schedule. When in the offices, this individual will work in a typical office environment. On a standard workday, the majority of time is spent sitting at a desk, using the computer, and speaking on the phone.

However, at times, this role will be required to attend OIC events or related outside meetings on behalf of the organization. These meetings/events may take place outside of regular business hours.

DISCLAIMER:

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

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