



Southwest Virginia Community College

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The following positions are open and applications are now being accepted by the College. Appointments are made based on merit and fitness without regard to sex, race, religion, national origin, political affiliation, or physical characteristics.

Workforce Adult Career Coach

Education Support Specialist III

(Grant-funded position)

Position Number: R0025

Beginning Date: July 1, 2017

JOB DESCRIPTION/RESPONSIBILITIES:

Purpose of Position: The Workforce Career and Credentials Coach will assist students interested or enrolled in noncredit workforce training with career and educational planning services, program admissions, financial aid, successful training and credential completion, identifying work-based learning opportunities, and job placement and retention. Coaches will assist students in overcoming barriers to their success by connecting them to supportive services in their region, including the services of the one stop career centers, as appropriate. The coach will work closely with students before, during, and after their training and credentialing programs to help college workforce divisions achieve their goals related to Complete 2021 and the Workforce Credentials Grant program.

The successful candidate will have the ability to build relationships and provide excellent coaching services to students pursuing short-term workforce training, as well as strong recordkeeping skills and the ability to handle multiple projects simultaneously. The coach should have basic knowledge of the workforce development system in Virginia and support resources and some experience in accessing supportive services for clients. The coach should have excellent communication skills and demonstrate the ability to collaborate with community college and workforce partners and employers. Travel may be required to provide coaching services or to meet with stakeholders.

The workforce career coach should have basic knowledge and experience in most, if not all, of the following areas.

- Career assessment
- Development of individual action plans
- Job search, resume writing, interview, and professional soft skills
- Communicating and building networks with a variety of workforce partners and stakeholders
- Working with employers for job referrals, work experience or placement
- Workforce development programs (e.g. WIOA, RVHI) and credentials
- Labor market information
- Student resources including financial aid (e.g., WCG, FANTIC) and supportive services
- Listening and helping skills
- Effective problem-solving skills
- Working with individuals from underserved populations
- Data systems, operations, and linkages
- Microsoft Office and social media

Workforce career coaches will be expected to participate in regular, ongoing professional development offered by the VCCS system office, in both online and face-to-face formats, at times and dates to be announced.

REQUIRED QUALIFICATIONS: Preferred qualifications include a Bachelor's Degree in counseling, human resources, social services, or a related field or an equivalent combination of education and experience; a valid driver's license; and their own transportation. Coaches should have completed or be willing and able to complete the Virginia Career Coach Certification Program after employment.

Knowledge of local economy, labor force and employer base. Communication and marketing skills; effective problem-solving skills; strong presentation and facilitation skills; record-keeping, budget control, report writing; proficiency with Microsoft Office and social media. Willingness to work days, evenings, and/or weekend, as needed. Frequent local travel and occasional state-wide travel will be required. Employment is contingent upon successful completion of a background check.

TO APPLY: Applications will only be accepted on-line through the Recruitment Management System at <https://virginiajobs.peopleadmin.com> Resume, cover letter, and application required. Submit attachments electronically with online application. *Resumes may not be substituted for the application.*

REASONABLE ACCOMMODATION UPON REQUEST

Deadline: May 26, 2017