



Career Specialist

March 2019

Interfaith Outreach is looking for highly qualified candidates for a full-time **Career Specialist** position. This person will work within a team to support Interfaith Outreach clients to address work barriers, and find and keep living wage jobs that support family stability. The focus of this role is on career counseling and job coaching.

The Interfaith Outreach work environment is client centered, values driven, team oriented, fast paced, diverse and focused on learning and professional development. We have a strong internal culture of collaboration and team support and a deep commitment across staff to mission.

Schedule Requirements: This is a 40 hour/week position that includes at least one evening per week.

Core Areas of Responsibility Include:

- Assessment and planning with job seekers
- Individual job search and career coaching
- Teaching work readiness classes
- Job retention support
- Employer outreach

Required Qualifications Include:

- BA/BS in related field
- Five years of experience providing job coaching/career counseling, specifically:
 - Coach participants on interview skills and strategies
 - Familiarity with available community resources that provide services to job seekers
 - Experience in revising and/or composing effective resumes that reflect marketable skills
 - Experience with inventories/tools for assessing interests and skills
 - Knowledge of labor market and online data tools
 - Experience working with job seekers facing multiple barriers
 - Maintain required records, documentation and case notes in client database
 - Able to effectively build relationships with employers through phone, email and face-to-face meetings
- Experience working in a human services setting
- An understanding of the case management process
- Ability to creatively problem solve and complete complex tasks
- Strong computer skills
- Excellent organization and time management skills
- Ability to maintain professional boundaries
- Demonstrated ability to excel in a team environment

Preferred Qualifications:

- Bilingual in English and Somali, Russian or Spanish
- Advanced degree in related field
- Job development and job training experience
- Teaching experience
- Experience with mentoring programs
- Experience working with English Language Learners

To be successful as a Career Specialist at Interfaith Outreach, candidates should be or possess:

- A deep commitment and passion to Interfaith Outreach's mission and work
- A generator of new ideas and approaches while honoring the organization's rich history
- Demonstrated cultural competence with a focus on inclusion
- Highly skilled at communication and collaboration
- Strong advocate for people living in poverty and social justice work

We offer competitive salary and a comprehensive benefits package.

Interfaith Outreach & Community Partners' mission is to engage the heart and will of the community to respond to emergency needs and create opportunities for all to thrive. Interfaith Outreach is a human service nonprofit that ignites the power of community to provide urgent and strengthening services in eight Twin Cities western suburbs so families can live their best lives, children can succeed and the entire region can prosper and shine. Serving the west Hennepin communities of Hamel, Long Lake, Medicine Lake, Medina, Minnetonka Beach, Orono, Plymouth and Wayzata since 1979. For more information, visit iocp.org.

Interested candidates should send resume and cover letter to humanresources@iocp.org and include the words "Career Specialist" in the subject line. Applications are considered as they arrive with intent to close the application process by March 22.

Interfaith Outreach values a diverse work environment.

People of color and people from other underrepresented communities are strongly encouraged to apply.

Interfaith Outreach is an Equal Opportunity Employer.