



Fenway Community Development Corporation Career Coach - Job Description

Fenway CDC works to preserve the Fenway as a vibrant and diverse neighborhood by developing affordable housing, providing programs that enrich lives, and strengthening community voices. The organization is a 501 (c) 3 non-profit. We have three program departments: Housing, Community Organizing & Planning, and Community Programs. Learn more about us at www.fenwaycdc.org

Fenway CDC seeks a full-time Career Coach to manage its “Walk to Work” workforce development and resident services program that improves the quality of life for residents of the Fenway and other Boston residents. Reporting to the Director of Community Programs, the Career Coach will provide 1-1 counseling, case management, and referrals to help residents overcome barriers to improve financial stability, advance their education, and explore stronger career pathways. Position requires in office presence with some remote work possible.

Responsibilities

Through service provision and referral, the Career Coach helps youth, adults, seniors, and vulnerable individuals (e.g., people with special needs, those who have had prior justice system involvement, CORI issues, recent immigrants) access:

1. Financial stability services ranging from individualized financial coaching, accessing public benefits such as SNAP, childcare vouchers, fuel assistance, helping with eviction prevention and finding affordable housing.
2. Healthcare services and wellness programs.
3. Education programs (Adult Basic education, English for Speakers of Other Languages, computer literacy, and certificate programs leading to career credentials)
4. Apprenticeships and career training programs

The Career Coach will establish relationships with employers and help connect residents to job openings, documenting interactions, and provide ongoing follow-up.

The Career Coach is also responsible for hosting an annual Career Fair with local businesses to serve residents in the community, as well as facilitating workshops such as resume writing and networking.

Education, Qualities, and Skills

- College degree or equivalent professional experience
- Minimum of two years' experience helping low-income or vulnerable populations access financial stability services, advance education, and employment programs
- Ability to work independently and as a team to achieve program outcomes
- Knowledge of Boston area employers, job training and career pathways, job development, and web-based job search resources and techniques

- Experience working with young adults ages 18-24 and familiar with positive youth development frameworks
- Strong work ethic, a good sense of humor, and a commitment to social justice
- Proficient in Microsoft Office Suite, experience using data management software to track program outcomes, and prepare program reports
- Bilingual in English and any one of these languages (Spanish, Portuguese, Haitian Creole, Mandarin, Russian, Amharic and/or Arabic (written/verbal) a plus
- Attention to detail in case management and documentation
- Ability to work in a multi-cultural, fast-paced environment
- Provide resume writing /cover letter assistance and job search guidance to participants
- Assist participants in developing job search strategies
- Schedule and conduct face-to-face or virtual mock interviews and provide feedback
- Counsel and assist participants in determining their long and short-term goals
- Lead full recruiting life cycle from sourcing, strategies and talent

Salary and Benefits: Salary range will be commensurate with experience within a range of \$55,000 to \$60,000. Fenway CDC has a full benefits package that includes medical, dental and vision insurance, long and short-term disability insurance, 401k matching, paid sick, vacation, and holiday leave. This is a full-time (40hr/wk.) exempt position reporting to the Director of Community Programs.

To Apply: Please email resume and thoughtful cover letter to projects@fenwaycdc.org. Resumes and cover letters will be reviewed, and interviews will be scheduled on a rolling basis. Resume evaluation begins February 22nd.

Fenway CDC is an Equal Opportunity Employer and considers qualified applicants for employment regardless of expression, age, color, religion, disability, veteran status, sexual orientation, or any other protected class.