



MANO A MANO FAMILY RESOURCE CENTER

Job Title: Education and Career Coach

Program: Productive Parents Program

Reports to: Productive Parents Programs Coordinator

Type of Position: Part-Time

MISSION:

Mano a Mano Family Resource Center is a nonprofit organization located in Round Lake Park, Illinois, whose mission is to empower immigrants and their families living in Lake County, Illinois to become full participants in American life. Our vision is an integrated Lake County where everyone has access to opportunity and paths to success. Our work is guided by our values of: collaboration and community building, education, excellence, equality of opportunity, stewardship, and respect for human dignity.

SUMMARY:

Supporting the Productive Parents Program, the Education and Career Coach supports adult clients in identifying professional and educational goals, developing their leadership skills, planning career and educational pathways, and achieving their personal and professional goals. The Coach will provide one-on-one career and education counseling to program participants to establish and take advantage of pathways to improved employment and educational opportunities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Other duties may be assigned)

Program Development and Implementation:

- Develops, plans, and implements project framework based on best-practices in the field, a deep understanding of community needs, and analysis of local education and labor opportunities;
- Recruits and builds relationships with potential participants;
- Provides ongoing case management to ensure participants have specific education and/or career goals and are fully supported to achieve their goals;
- Helps participants identify education and professional interests and life goals;
- Assists participants in planning strategic career moves and developing leadership skills;
- Provides employment opportunity recommendations based participants' experience and education when recommending career paths;
- Recommends additional education to clients to help them achieve their goals;
- Supports participants in resume development, application processes, and interviewing;
- Builds and maintains relationships with local employers to make connections between area employers and job-seekers;



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- Maintains employment opportunities database to connect participants with employment opportunities;
- Assists participants in the transfer of foreign educational credits (including but not limited: foreign high school diploma equivalents and foreign university credits);
- Develops and maintains partnership with educational counselors at local university systems, including but not limited to College of Lake County and University Center to connect participants to relevant coursework and programming;
- Plans and develop group education workshops on various employment and education related topics relevant to the community;
- Ensures the achievement of project goals as specified by grants or agency management;

Administration:

- Develops and monitors individual participant's work plans and goals;
- Tracks appropriate participant information and reports to program coordinator in a timely way;
- Ensures the accuracy and availability of project data;
- Assists program coordinator with data entry in different programs; such as, Excel and Apricot;
- Keeps updated records of all the program's classes and events;

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, must be fluent in English and Spanish, must demonstrate excellent people and communications skills, sensibility to people's needs, good understanding of immigrants' issues and of the adult basic education field; must be a team player, self-starter, and computer literate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Mano a Mano Family Resource Center is an EEO employer who provides employment opportunities either salaried or volunteered regardless of sex, race, religion, national origin, age or disability.

Mano a Mano, Family Resource Center has an affirmative policy to maintain the work place free of sexual harassment and intimidation.

To apply please send resume and cover letter with the subject Education and Career Coach to Jael Mejia – Engaged Citizens Program Manager jmejia@mamfrc.org