



## CAREER COACH

**Reports to: Director of Counseling & Student Services**

**Location: Nazareth Prep Type of Position:** X Full-time  Part-time  Occasional  Temporary

**Hours: 40 /week**  Exempt  Nonexempt

**Essential Duties:** Nazareth Prep is seeking a full-time career coach to join our dynamic internship team. The Career Coach will be responsible for creating and implementing work related skill improvement plans and soft skills professional development for students in grades 9-12, mentor students on shifting: entrepreneur, problem solving, servant leadership, learning resilience.

### **Duties and Responsibilities:**

- Understand the values and mission of the Sisters of the Holy Family of Nazareth, the Sisters role in furthering the social teachings of the Catholic Church and embody an appreciation of their work with children and families in the world.
- Understand and implement the mission, philosophy, and values of HFI helping children and families lead responsible lives and develop healthy relationships. Demonstrates the intrinsic value of each person in all interactions and in making decisions on the job.
- Participates in special activities and functions of the agency and/or departments.
- Supports the goals of Catholic education and the mission of Nazareth Prep
- Create and implement work related skill improvement plans and soft skills professional development for students
- Work with corporate mentors with student development in the areas of building relationships, introducing workforce strategies, and assisting with realistic expectations of the students
- Manage restorative practice techniques, pro-active skill development, and student performance improvement plans.
- Conduct regular internship site visits.
- Cultivate strong faculty and internship team communications.
- Assist with data entry, data tracking, scheduling, and operational management. Communicate internally and externally regarding student performance and mentor needs.

- Coach students towards excellent performance in their internship placement by working with students, parents, mentors, and faculty.
- Manage the relationship with an identified set of organizations participating in the internship program.
- Coordinate projects and assist with activities in the overall Internship Program's goals
- Other duties as assigned by supervisor

#### **QUALIFICATIONS:**

- Bachelor's degree preferred, or high school diploma/equivalent and 1 year experience in Human Services, Social Work, Education, or a related field required.
- Administrative management experience is a plus
- Must have Act 33/34 and education FBI clearances or be willing to obtain
- Demonstrated enthusiasm for working with and mentoring underrepresented youth
- Strong attention to detail
- Substantial organization and analytic ability
- Computer skills including Google, Excel, Sheets, PowerPoint, Word, Windows
- Knowledge of office machines, including copiers and fax machines and database systems
- Excellent verbal, written and interpersonal communication skills
- Ability to perform the essential job functions consistent safely and successfully with the ADA, FMLA and other federal, state, and local standards
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state, and local standards
- Must be able to talk, listen and speak clearly in person / on telephone.
- EOE