
Job Title	Career Coach
PVN ID	BM-1606-001206
Category	Instruction and Social Service
Location	BOROUGH OF MANHATTAN C. C.
Department	Adult Continuing Education
Status	Part Time
Salary	Depends on qualifications
Hour(s) a Week	5.00-10.00
Closing Date	Jun 30, 2016 (Or Until Filled)

General Description

Job Description:

Borough of Manhattan Community College (BMCC) Center for Continuing Education is looking for professional Part-Time Career Coach who have a knack for delivering top-notch training. The incumbent will be responsible for providing quality instruction to students by ensuring student satisfaction through the classroom. The selected Career Coach will own the professional skills training process who develops and manage industry-informed professional skills curriculum and guide ESL Tech students seeking jobs into employment and paid internships in the tech sector through one-on-one and group coaching. The Career Coach will follow an innovative project based Integrated Basic Educational and skills Training (I-Best) model alongside the Technology Instructor & ESOL Instructor preparing students for the workforce. This model is designed to increase the English language proficiency of students as they participate in a technology training program that provides job readiness training at the midpoint of the program and tracking it throughout the program and post-graduation; through follow up calls, emails, surveys and other proprietary reporting methods. Developing and delivering post-placement workshops, engaging volunteers from the tech industry, meeting with participants regularly to set and track milestones in their job search processes in conjunction with the Job Developers, and ensuring participants have the collateral they need to successfully land jobs or paid internships by completion of the program.

If you are a candidate a candidate with a strong education background and a passion for delivering exceptional outcomes, high-quality & professional training in a rapidly growing, fast paced environment, BMCC Continuing Education is the right place for you.

Other Duties

The schedule of classes will be as followed:

*Cohort 1 will commence July 6, 2016 to December 9, 2016

Career Coaching will begin delivering on September 12, 2016 of 27 Sessions and will end on November 12, 2016

(17 sessions) Monday & Wednesday half day session (9-12pm or 1:30-4:30pm)

(10 Sessions) September 16, 2016 to November 12, 2016, Friday from 9-5pm

*Cohort 2 will commence January 9, 2017 to June 16, 2017

Career Coaching will begin delivering on March 21, 2017 of 27 Sessions and will end on May 19, 2017

(17 sessions) Monday & Wednesday half day sessions (9-12pm or 1:30-4:30pm))

(10 Sessions) March 24, 2017 to May 19, 2017, Fridays from 9-5pm

Qualifications

Desired Competencies:

- Ability to inspire and motivate students in a learning-centered environment
- Possess strong organizational and planning skills
- Proven ability to utilize different methods and mediums in delivering course material
- Must have required subject matter expertise and outstanding communication skills
- Must have excellent motivational and instructional skills in a diverse and non-traditional environment
- Relate successfully with students and staff of diverse cultural, social, or educational backgrounds

Job Requirements:

- Provide individual and group career coaching sessions around successful job performance, career advancement pathways in the technology industry, connecting career progression with education, and other topics related to career advancement
- Ability to model work readiness skills and appropriate work place behavior at all times
- Understands and deliver the I-Best model in conjunction with other instructor: ESOL & Technology
- Excellent verbal and written communications skills and ability to engage students throughout the program
- Strong computer skills required: Word, Excel, Power Point, Outlook, and Google Docs
- Ability to closely collaborate with Technology Instructor & ESOL Instructor and function as part of a team to promote successful outcomes for ESL technology students
- Work alongside with case management services providing information, referrals, assistance in accessing child care, health, mental health, and other support service that will assist participants to achieve career and education goals.
- Prior experience providing education/employment-related case management, career readiness, and

employment retention services

- Work alongside with Job Developers to facilitate mock interviews and job interviews
- Demonstrate the ability to create and facilitate job readiness workshops and deliver top-notch trainings
- Prior experience in a social service setting working with a multi-cultural adult population
- Ability to work well in a fast paced environment and multitask while adhering to deadlines
- Bachelor's Degree in Psychology, Sociology, Urban Policy, Education or related field strongly preferred or
- Master's Degree in Business, Management or Communication with 2 + years' experience in human capital development, preferably employment, career oriented programs and/or professional development programs required