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**Job Title:** Industry Career Coach  
**Reports To:** Executive Director  
**Status:** Full Time  
**Date:** February 2023

**Job Summary:**

Prepare Avenue Scholars SWI (Avenue Scholars SWI) postsecondary students for entry into high-demand careers requiring an associate degree or less. As an industry-focused coach, collaborate with Avenue Scholars SWI High School Career Coaches and IWCC College Success Navigators to facilitate students' targeted preparation toward employment opportunities. Help students develop and actualize individualized, practical career plans. Develop students' self-awareness and career awareness. Develop students' career-oriented soft skills. In cooperation with Iowa Western Community College (IWCC) and other partners, guide students through development of career-oriented hard skills. Collaborate with Avenue Scholars SWI Director of Strategic Initiatives and area employers to understand workforce needs and to connect students with prospective networking and employment opportunities.

**Duties and Responsibilities:**

- Initiate and maintain regular contact with students one-on-one to develop and manage practical, individualized career plans.
- Help students develop independent living skills and connect students to community resources when supplemental support is needed to address challenges and barriers.
- Participate in a multi-team effort to address students' progress, opportunities, and barriers and draft action-oriented plans (staffing model).
- Collaborate and communicate with High School Career Coaches, IWCC Navigators, and Avenue Scholars SWI Director of Strategic Initiatives to ensure successful transitions from high school to postsecondary training to a meaningful foundational job.
- Research industries and engage with the Avenue Scholars SWI Director of Strategic Initiatives and employers to gain a detailed understanding of the employment landscape and use such information to advise students.
- Cultivate and develop relationships in the area labor market to improve students' understanding of the workforce and their employment opportunities.
- Collaborate with the Director of Strategic Initiatives to help support career exploration and networking opportunities through activities like career exploration events, mock interviews, career consultations, and job shadowing.

- Connect students with meaningful work experiences: part-time work, internships, apprenticeships, and ultimately, full-time employment.
- Monitor students on the job. Communicate with student employees and their managers to ensure success on the job and to address any barriers.
- Stay current with best practices regarding students growing up in poverty and workforce readiness.
- Participate in Avenue Scholars SWI continuous improvement initiatives by researching best practices and other successful organizations in career readiness/workforce development and help develop internal programming and practices.
- Attend and actively participate in meetings, and collaborate with Avenue Scholars SWI staff and organizational partners to ensure efforts are well aligned and meaningful.
- Maintain timely, well-organized records on students and their progress.
- Perform other duties Avenue Scholars SWI assigned.

**Knowledge, Skills, Abilities, and Other Characteristics:**

- Skills in advising and mentoring young people and influencing them in a positive, productive way
- Strong planning, problem-solving, and analytical skills
- Strong organizational skills and ability to multi-task
- Excellent listening and communication (oral and written) skills
- Ability to develop and maintain positive working relationships with students, supervisor, co-workers, and community partners
- Ability to advocate for students and represent the organization in a positive, professional manner
- Ability to be flexible and adaptable with positive and motivated behavior and attitude
- Ability to work productively independently as well as in a team setting
- Ability to assist students in problem solving and goal setting
- Ability to relate well with diverse populations and at-risk teens and young adults
- Ability to develop and present meaningful curriculum
- Knowledge of high-demand industries and pathways that lead to upwardly mobile career opportunities
- Knowledge of school and community resources available to collaborate with and support students to meet their needs
- Must operate with a high degree of professionalism and accountability
- Must be punctual in attending work-related events, responding to communication, and completing assigned tasks

**Education:**

- Associate degree in a relevant human services or workforce development field is required.
- Bachelor's degree or above in a relevant human services or workforce development field is preferred.

**Experience**

- Two or more years of experience providing services to low-income youth and young adults age 16-24 is preferred.
- Two or more years of career advising is preferred.
- Bilingual skills are preferred.

**Certification/Licenses:**

- No specific licenses or certifications are required.

**Work Environment:**

- Work takes place in the Avenue Scholars SWI offices, large urban high schools, postsecondary education institutions, local businesses, and the community.