

# TampaBay-Job-Links

## Career Coach Job Description

### **About TampaBay-Job-Links (TBJL)**

The mission of TampaBay-Job-Links (TBJL) is to empower individuals to attain self-sufficiency through personalized career and job-search coaching, educational programs, and community engagement.

TBJL is a 501(c)(3) non-profit community organization that provides personalized career and job-search coaching services as well as educational programs. Professional career strategists work closely with candidates as they navigate through their career transition. TBJL also assists employers with finding qualified candidates and offers outplacement services.

For more information, please visit [TBJL.org](http://TBJL.org).

### **Position Overview**

TampaBay-Job-Links (TBJL) is looking to add a part-time, professional Career Coach to our team. The Career Coach will be responsible for guiding clients in identifying short and long-term career goals and for creating realistic job-search and career plans. Clients include, but are not limited to: individuals in mid-career transition, women re-entering the workforce after a hiatus, military veterans transitioning to the civilian workforce, recent college graduates launching their careers, and mature workers not ready or able to retire.

### **Responsibilities**

The Career Coach will:

- Work one-on-one with clients guiding them through their job search from start to finish.
- Work with clients in various stages of their career development and job-search process.
- Teach clients to utilize current job search strategies.
- Guide and assist clients in developing relevant job-search skills, such as preparing effective résumés and cover letters, and practicing interviewing and networking techniques, and utilizing social media in job search activities.
- Evaluate clients' interests, aptitude, education, experience, and skill levels for the purpose of identifying appropriate career directions.
- Help clients identify suitable employment opportunities.
- Identify any barriers or challenges to employment.
- Maintain case records in a timely manner.
- Prepare reports, and collect statistical data when necessary.
- Maintain and update professional skills through coursework and seminars; actively participate in in-service training sessions and in professional community programs.
- Present material, and facilitate small group programs and workshops.

## **Experience and Qualifications**

- The ideal Career Coach candidate will have an outplacement, HR recruiting, or staffing company background with a focus on career coaching within the last two years.
- A bachelor's degree and a minimum of three years of career counseling or certified career coaching experience.
- Résumé writing experience is required. Certification preferred.
- Experience working with diverse populations and their challenges is preferred.
- Experience with career and personality testing desirable.

APPLICANTS WILL RECEIVE CONSIDERATION FOR POSITIONS, WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX, SEXUAL ORIENTATION, MARITAL STATUS, OR DISABILITIES.

**Please send résumés to [job-links@tbjl.org](mailto:job-links@tbjl.org).**