

# Employment Coach—Financial Opportunity Center



Isles is currently seeking an experienced and community-focused individual for the position of Employment Coach within our recently established Financial Opportunity Center (FOC). The successful candidate will be part of a team designed to build the wealth and economic power of the Trenton region's under- and unemployed individuals. The Employment Coach will support participants in securing and maintaining employment by providing job readiness and placement services to FOC participants and students at Isles Youth Institute (IYI). The candidate will be part of the Isles FOC team, working together to develop a holistic economic improvement plan for FOC participants, and connect them with financial counseling, income support assistance, and housing counseling as appropriate.

## **ABOUT ISLES FINANCIAL OPPORTUNITY CENTER:**

Isles' Financial Opportunity Center (FOC) helps low to moderate income families boost earnings, reduce expenses, and make appropriate financial decisions that lead to asset building through an integrated service model approach. The FOC provides individuals and families with services across three critical and interconnected areas: employment services, financial coaching and access to income supports. Isles' FOC enhances our existing financial services and workforce development programming and complements our two decades of housing counseling services.

## **POSITION DETAILS:**

### Employment Coaching

The Employment Coach will assess participants' job readiness; implement interventions to improve readiness and related skills; facilitate connections with potential employers and placement in appropriate positions; and maintain relationships with participants to ensure their success. The Employment Coach will provide follow-up support to participants for at least one year.

### Employment Matching

The Employment Coach will gather labor market and occupational information to provide appropriate employment and training options; develop Individual Employment Plans with participants; and work with participants to register with partner agencies and organizations for training, certifications, and other relevant credentials. The Employment Coach will also coordinate job fairs based on in-demand jobs, labor market data, and trends and patterns in regional employment.

### Employer Relationships

The Employment Coach will develop and maintain partnerships with businesses and industries that can offer jobs, internships, and job shadowing opportunities to participants. The Employment Coach will maintain contact with employers with placed participants and keep an employer database with all current and prospective employers for participants.

### Isles Youth Institute support

The Employment Coach will provide employment coaching services to Isles Youth Institute students, working with IYI staff to ensure students receive robust and tailored employment coaching services to meet student needs.

## **WHO WILL BE SUCCESSFUL:**

Successful candidates want to work in a unique think, learn and do community-focused setting. They bring a commitment to supporting and empowering individuals and families in increasing their financial capabilities and wealth. They are highly organized, effective communicators with diverse and varied audiences from differing experiences and backgrounds, and skilled in identifying opportunities, partnerships, funding sources, and efficiencies to increase the impact of FOC and Isles' services offerings, while ensuring that community members' interests remain the priority of projects and programs. They adeptly lead in varied settings, working effectively with colleagues, public and private sectors, and community-based stakeholders.

## **QUALIFICATIONS**

- Bachelor's degree from an accredited college or university, preferably related to employment coaching and/or workforce and career development, or equivalent experience
- Experience creating and implementing successful employment and post-secondary education strategies for un- and underemployed individuals
- Excellent organizational skills and attention to detail, including following directions, filling out forms, and applications

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- A commitment to supporting and empowering individuals and families from historically under-resourced communities and increasing their financial capabilities and wealth
- Familiarity with employers in Trenton and Mercer County
- Experience working with youth in an urban environment
- Ability to work independently and collegially in a fast-paced, goal-oriented environment
- Strong written and oral communication skills
- Work experience in the social services sector
- Experience and cultural competency working with individuals and families from varied experiences and backgrounds
- Ability to maintain State Central Registry (SCR) clearance and fingerprint clearance throughout the duration of employment
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook)
- Proficiency in utilizing virtual meeting platforms (Zoom, WebEx, Teams, etc.)
- Bilingual in Spanish and English preferred

### ABOUT ISLES

Founded in 1981, Isles is a nationally recognized nonprofit community development and environmental organization with the mission to foster self-reliant families in healthy, sustainable communities. Each year, Isles reaches thousands of central New Jersey residents with opportunities for at-risk youth job training, affordable housing development, financial literacy training, homeownership counseling, community gardening, environmental health and education, community organizing, and regional planning.

### WHAT IT'S LIKE TO WORK FOR ISLES

Throughout its 42-year history, Isles has proactively and innovatively anticipated and responded to changing needs and priorities of the Trenton community and beyond. Isles works to impact underlying causes of social inequities in meaningful and effective ways, while ensuring a healthy work-life balance for staff members. Isles' culture is built around collaboration and mutual support, internally and externally, and a socially conscious commitment to advancing social justice and equity. Our team consists of more than 100 employees, plus a corps of volunteers and an engaged Board of Directors.

Compensation: \$45K to \$50K, depending upon experience, with Comprehensive Medical, Dental, Vision, FSA benefits, 401K with company match and a generous PTO policy.

**Interested candidates should submit cover letter and resume to [hr@isles.org](mailto:hr@isles.org). Your application materials should demonstrate why you're a good fit for this position and what *specific* skills, experience, talents, and interest you'll bring to the table.**