



VACANCY ANNOUNCEMENT

SNAP Career Coach

Anne Arundel Workforce Development Corporation (AAWDC) is a nationally recognized, innovative workforce development organization that provides high quality workforce development services to drive purposeful change in Anne Arundel County and across Maryland. AAWDC is the bridge between understanding the workforce and talent development needs of local and regional businesses and preparing individuals to meet their full career potential. AAWDC's vision, mission, and core values are at the heart of the way the organization achieves success.

We are seeking a **SNAP Career Coach**. This is a professional position that will report to the Director of JobsWork!. Arundel and SNAP. This position is based in Glen Burnie, MD.

The Steps to Success initiative assists individuals in the Supplemental Nutrition Assistance Program (SNAP) with job readiness and employment assistance. Steps to Success participants go through a three week job readiness bootcamp followed by work and learn placement while individual job search and job placement continues.

The Career Coach will assist job seekers with career development and job search activities, link them to training and employment opportunities, and ensure they are effectively connected to supportive services. Responsibilities will include, but are not limited to, recruitment, assessments, orientation and training, and establishment of a career development and growth plan to match customer skills and goals. The Career Coach will be responsible for meeting performance goals and standards as prescribed by Initiative goals.

Education

Bachelor's degree in Public Administration, Human Services, or related field. Minimum of 5 years of experience may substitute a B.A. degree. A workforce certification is preferred. Proficiency in Microsoft Office Suite, to include Excel and Word, must be verifiable.

Experience and Knowledge

Minimum of three years of coaching/employment service experience to include candidate assessment is required. Knowledge of and experience in compliance with organizational policies, established procedures, regulatory requirements and Federal and State laws. Use of career coaching theories and techniques must be demonstrable. Experience in preparing and conducting customer workshops or business presentations is required. Knowledge of or experience working with long-term unemployed individuals is a plus. The position requires excellent organizational skills to include the ability to prioritize work and manage deadlines successfully. Commitment to outstanding service delivery, teamwork and customer outcomes must be verifiable through references. Ability to establish mentor-type relationships with ease must be shown.



To Apply: Send cover letter with salary requirements and resume to jobs@aawdc.org.
Best consideration by August 5, 2016.

No phone calls or mailed applications will be accepted. Only selected applicants will be contacted.