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## Career Coach Job Opening

### Position Summary

SE Works is seeking a full time Career Coach to provide individualized vocational case management and employment placement services to low-income, multi-barriered, diverse youth (ages 18-29) through its TechRise PDX program in both Multnomah and Washington Counties. The Career Coach assists qualified youth to get connected to training opportunities and in obtaining career track employment in the Tech sector. The Career Coach is responsible for connecting eligible participants into WorkSource Portland Metro services and to appropriate trainings, apprenticeships, and mentorships, to move grant participants into Tech sector careers.

### Position Requirements

- Associate's or Bachelor's Degree preferred. Three 3 years of related work experience can be considered for substitution of a degree.
- At least 3 years working with low income, multi-barriered populations in a workforce development capacity
- Understanding of class, identity and culture.
- Bi-lingual, or multi-lingual preferred
- Experience engaging employers in order to meet hiring needs
- Knowledge of Tech sector, employers, and training providers a plus
- Excellent communication skills – in person, by phone, and electronically
- Excellent written skills
- Excellent presentation skills
- Excellent time management skills and ability to get the job done
- Excellent computer software skills
- Calm and organized approach to work and deadlines
- Strong problem solving and group work leadership skills
- Ability to interact with people of all ages, styles and cultural backgrounds
- Excellent organizational and interpersonal skills
- Ability to work independently and as part of a team

SE Works offers a competitive salary, paid benefits, a retirement plan, and paid time off, among other benefits. If interested, please send a resume and cover letter to [hr@seworks.org](mailto:hr@seworks.org).

**Submission Deadline: Wednesday, July 11, 2018.**

*SE Works is an equal opportunity employer. SE Works does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, marital status, sexual orientation, political affiliation, or any other basis prohibited by law. Auxiliary aids and services are available upon request to individuals with disabilities. TTY 503.772.2332.*

*SE Works is a second chance employer; employment is contingent on results of a criminal background check that are appropriate to the position.*