



## Our Mission

Our mission is to leverage the power of food to end hunger and build healthier communities.

## Our Vision

We believe that the fight against hunger and the fight against poverty are one and the same. We envision a future in which food is recognized as a human right and every person is able to feed themselves and their families in dignity. Together, we work to create a more nourished, prosperous region.

## Our Values

Our core values define who we are and how we work with our communities. Foodlink and our team members have:

- Compassion - treat all with dignity & respect; build kinship with those we serve
- Innovation - say yes; avoid complacency risk failure in the pursuit of ending hunger
- Collaboration - build a shared vision, create synergies, maximize resources
- Agility - respond urgently to the ever-changing needs of our community
- Stewardship - maximize the impact of every dollar, donation and asset

---

## Job Title: Career Coach

**Department:** Career Empowerment Initiatives

**Reports to:** Director, Career Empowerment Initiatives

**Status:** Full-Time

### FOODLINK CAREER FELLOWSHIP

Foodlink Career Fellowship [FCF] is a one-of-a-kind culinary training (pre apprenticeship and apprenticeship) program that prepares individuals with significant barriers to employment for sustainable careers in the growing regional food industry. The FCF model operates with the understanding that individuals facing employment barriers succeed in programs that:

- Provide opportunities to develop, practice and master workplace readiness (or soft skills)
- Offer clear, attainable and customized career pathways based on the participants assessed strengths, interests and aptitude and regional economic data,
- Model real work environments and connect training to practical, in demand work skills,
- Address predominant barriers to employment through program design, community partnerships and case management,
- Provide employer connections and retention support.

### JOB SUMMARY

The Career Coach is responsible for outreach and recruitment, orientation, training and assessment of FCF program participants. They will conduct daily job readiness trainings and one on one coaching. In addition, they will maintain relationships with local social service organizations and academic institutions to secure holistic, individualized approach to addressing participant barriers to employment. A successful career coach is someone who is able to bring compassion, high expectations and a critical lens to this unique workforce development opportunity.

**KEY RESPONSIBILITIES :** Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Develop and facilitate recruitment pipeline with goal of full enrollment for each cohort
- Conduct assessment, intake and orientation of prospective Fellows
- Work one-on-one with participants to develop an individualized career plan and coach them through barriers as they arise throughout the program, both on side and at externship sites in the community.

- Provide life skills training in communication, anger-management, goal-setting, conflict resolution, professionalism, personal planning and budgeting, etc.
- Provide job readiness, job search and employment support including resume preparation, interview preparation, coaching.
- Maintain community relationships through active outreach, participation in relevant meetings and events, and accessing community resources for the benefit of the Fellows.
- Maintain detailed and organized records of all outreach activities, referrals and coaching meetings.
- Maintain an understanding of the needs, skills and barriers of upcoming and current graduates through collaboration with Chef Trainer and Executive Chef and nominating partners.
- Participate in case conferences with all CEI and relevant Foodlink kitchen staff to assess and develop action plans for Fellows to move towards self sufficiency
- Support internal staff development.
- Represent the organization on appropriate local work groups and at conferences.
- All other tasks as assigned

### QUALIFICATIONS

- BA, BS in related field (or equivalent work experience) Social work or counseling concentration or degree preferred
- Minimum 3 years working with individuals who are overcoming barriers to employment
- Proven communication and relationship management skills
- Knowledge of local benefit system and social service resources preferred
- Excellent presentation skills, with demonstrated ability to read, engage and motivate varied audiences
- Experience effectively training/ leading classes with tight timelines
- Flexibility and willingness to evaluate and improve program design
- Resilience in the face of challenges in a professional environment
- Passion for eradicating poverty
- Awareness and experience in trauma informed practices preferred
- Excellent communication and organizational skills
- Soft skills/ life skills training experience
- Proven coaching experience
- Bilingual in Spanish language a plus

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work includes, repetitive hand and arm movements, grasping and pinching with both hands, frequent use of the computer and telephone as well as frequent interaction with co-workers, cohorts and members within the community in a fast paced environment. The average weight range of items lifted is 1-10 pounds with a maximum weight lifted of 50 pounds occasionally. Work is performed in a variety of settings including office, classroom and kitchen. The noise level is moderate. *Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive. Employees in this job will follow other instructions and perform other related duties as required.*

**Everyone is welcome here!** Foodlink is an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran or disability status.