

Date: October 20, 2020

**Position Title: Job Coach/Workforce Preparation Instructor**

IIMD MISSION

The International Institute of Metropolitan Detroit [IIMD] is a Detroit-based nonprofit agency created in 1919 in response to an influx of immigrants arriving to the United States from Europe. IIMD transforms the lives of low-income immigrants, refugees and native-born Detroiters through innovative solutions to advance integration and self-sufficiency.

PROGRAM OVERVIEW

IIMD has an exciting job opportunity for an individual who values relationships and is deeply committed to advancing economic growth and financial sustainability for metropolitan Detroit's low-income immigrant and native-born populations.

The Career Navigator/Workforce Preparation Instructor will provide 1:1 job coaching and class instruction to participants enrolled in IIMD's Center for Working Families [CWF] initiative funded by United Way for Southeastern Michigan [UWSEM] and Local Initiatives Support Corporation [LISC]; WIOA Title II IELCE funded by the State of Michigan Department of Labor and Economic Opportunities [LEO]; and Economic Advancement and Literacy Program funded by the Community Development Block Grant/Neighborhood Opportunity Fund [CDBG/NOF].

IIMD is part of the Greater Detroit Centers for Working Families [CWF] Network. The network supports low to moderate-income individuals and families by providing opportunities which aim to increase economic prosperity while actively pursuing long-term career goals. This is accomplished through a unified approach which focuses on three core services: Job Coaching, Financial Coaching, and Income Support Services. These services are offered in seamless delivery of services which involves a realignment of organizational processes with a focus on an integrated client flow.

POSITION OVERVIEW

The Career Navigator/Workforce Preparation Instructor is critical in achieving IIMD's mission. The person selected for this role will demonstrate a deep commitment to relationships building, dedication to advancing the economic wellbeing of low-income individuals and families and a self-starter who is able to successfully meet and exceed outcomes with minimal supervision.

The role entails meeting 1:1 with participants and includes conducting needs and skills assessments; creating, with the participant, career pathways plans; teaching effective resume, cover letter and thank you letter writing; assisting with achieving participants educational and career goals; and obtaining necessary credentialing, certification, trainings and/or

*As an Equal Opportunity Employer (EEO), IIMD believes that diversity, inclusion and economic opportunity is critical to our success. Therefore, we seek to recruit, develop and retain the most qualified and dedicated people from a diverse pool of candidates.* 1

apprenticeships. The Career Navigator will also guide participants through IIMD's career pathways program; addressing barriers to success; providing on the job support; follow-up and accurate and timely reporting. IIMD strives to ensure participants gain employment within 3 months of entering the program with a retention of 365 days and more.

A crucial aspect of the position entails establishing, maintaining and actively participating in key partnership workshops, training, seminars, conferences, etc. The position will also involve working closely with the Career Developer to directly link participants to employment opportunities.

Lastly, the position entails continuous professional development and knowledge of current labor trends. Fifty percent of time spent will be contributed to meeting participants 1:1 and 50% will be spent providing instruction to students enrolled in IIMD's IET program. This will entail working through a co-teaching approach which provides instruction and assists with the development of curriculums, learning objectives and local assessments.

### KEY RESPONSIBILITIES

- Meet 1:1 with diverse client populations, conducting assessments, career pathway plans and teaching resume, cover letter, thank you letter writing skills as well as networking abilities;
- Provide high-quality workforce preparation instruction to students enrolled in IIMD's IET program, working under a co-teaching model;
- Attend and actively participate and act in the best interest of IIMD during key stakeholder events, workshops, seminars, and conferences;
- Obtain an understanding and help promote viable local and state economic growth initiatives, including the Governor's Sixty By 30 plan, Futures for Frontliners and Going Pro; DESC's WIOA Four-Year Local Plan, etc.;
- Establish and maintain relationship with key stakeholders, including Wayne County Community College District [WCCCD], MI Works!, DESC, Training Centers, etc. to effectively assist participants in successfully achieving their identified career pathway goals;
- Remain updated on the latest workforce development and labor trends, specifically related to the City of Detroit;
- Establish productive on-going relationships with local employment partners including Wayne County Community College District [WCCCD], MI Works!, DESC, Training Centers, etc. to effectively advocate on behalf of participant populations;
- Work in Collaboration with the Career Developer to plan, organize and execute job fairs;
- Coordinate and arrange college and university administration class presentations and college and university tours;
- Provide accurate and timely reporting and assist with providing essential programmatic reports and updates to both the Executive Director and the Director of Grants Administration for successful completion of grant proposals.

[\*Note: this is not an exhaustive list and additional job duties may be assigned as needed.]

## REQUIREMENTS

- Bachelor's degree required; Master's degree preferred from an accredited university in the fields of social work, education, community development or closely related field;
- Two to 3 years of experience of direct 1:1 job coaching required;
- Two to 3 years of teaching experience required;
- Certified Career Developer preferred;
- Demonstrated commitment to providing high-quality customer service according to IIMD's customer service standards is mandatory;
- Demonstrated experience working on behalf of diverse client populations, including low-income immigrants, refugees, and native-born Detroit residents, acting in the best interest of client populations at all times required;
- Demonstrated capacity to form, maintain professional intra and inter relationships required;
- Sincere commitment and passion for advancing economic opportunities for low income Detroiters, immigrants and refugees required;
- Demonstrated knowledge and willingness to learn and understand DESC's *WIOA Four-Year Local Plan* and the State's Unified Plan required;
- Strong ability to take initiative and produce required outcomes with minimal supervision;
- Ability to work a flexible schedule, including evenings, weekends and some holidays;

## BENEFITS

IIMD offers a competitive salary and benefits package, including the following:

- Competitive salary commensurate with experience;
- Excellent, no cost medical and dental insurance offered on the 30th day of employment;
- An *earned* ability to work a flexible schedule [upon demonstration of successful outcomes];
- Paid holidays and sick days;
- Paid maternal and paternal leave;
- Paid medical leave;
- Accrued paid vacation days
- *Earned* year-end bonus [upon successful completion of outcomes];
- Rich professional development and networking opportunities;
- An ability to make a difference and contribute significantly to Detroit's revitalization and the lives of Detroiters;
- An ability to work with a diverse team of highly qualified, compassionate professionals.

## APPLICATION PROCESS

To apply for this position, please send your cover letter, resume and 3 references to Wojciech Zolnowski, Executive Director, at wojciech517@yahoo.com. Qualified candidates will be contacted for an initial interview; however, IIMD lacks the capacity to respond to all inquiries. We thank all those who are interested.