

EMPLOYMENT AND JOB COACH

The Employment and Job Coach is responsible for identifying and developing meaningful partnerships with businesses and employers for the Work Ready Oklahoma (WRO) program and coaching participants to employment success using goal-directed strategies. This role will support the management of job fairs and work with the TTA provider to manage outreach efforts. The Coach is also responsible for supporting WRO participants' remote work requirements, including interviews, on-boarding, and job coaching. Additionally, this person will attend WRO workshops and help with leading activities for participants.

Essential Functions

- Use a variety of relationship-building, marketing, and communication techniques to market and represent the WRO program
- Initiate and manage ongoing contacts with a variety of business and industry representatives, as well as job placement/training agencies, to promote participant placement
- Engage employers and local education partners in the design and execution of training programs, as appropriate, to ensure participants are equipped with relevant, industry-required skills and certifications
- Conduct follow-up with both employers and participants after applicants are placed to ensure employer satisfaction, future partnership opportunities, and employee retention
- Organize outreach and recruitment activities, engaging with other team members to participate as needed
- Help program participants understand the concept of career ladders, utilizing current employment and training opportunities to increase their marketability, earnings, and job satisfaction
- Monitor local labor market trends and employment opportunities in both the public and private sectors
- Build a network of employers that understand the value of WRO services in supporting a range of business objectives for Oklahoma employers
- Report participant information, progress, and business and referral data

Minimum Qualifications

(Education and Experience)

- Bachelor's degree in business administration, marketing, or other related fields
- At least three years of experience in recruitment, outreach, or workforce development
- Experience marketing and representing a program and its services to stakeholders
- Experience with outreach, sales, or job placement
- Experience managing business and community relationships to achieve objectives
- A combination of equivalent education and work experience may be substituted for the above requirements

Knowledge, Skills, and Abilities

- Knowledge of the demand-driven approach to employment services, job development strategies, and labor market trends in a range of occupational fields
- Ability to collaborate with diverse groups, both internal and external
- Strong written and verbal communication skills, including public speaking and ability to share information in a compelling way about the program's mission and projects
- Understanding of the methods and techniques of job development and client placement and/or current practices in vocational education