

Job Description: Career Services Manager
Department: Empowerment Services
Supervisor: Empowerment Services Director
Class: Part-time, non-exempt

YWCA Greater Lafayette seeks a passionate career development professional to provide job coaching and professional development programming within our Empowerment Services initiative.

YWCA Greater Lafayette launched our Empowerment Services in 2021 through the provision of our Dress for Success Greater Lafayette workwear boutique and career center and STRIVE, our workforce development program. Dress for Success Greater Lafayette seeks to empower all women to achieve economic independence by providing a network of support, professional attire, and development tools to help them thrive in work and in life. STRIVE is a course originally launched in partnership between Google.org and YWCA USA to address economic injustice by increasing vocational opportunities for women, people of color, and other traditionally economically disadvantaged communities. Topics covered include basic digital literacy, financial literacy education, essential workplace skills training i.e., soft skills and career development.

An Integral Part of our mission.

YWCA Greater Lafayette is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all. Our vision is to be the leading organization for women and their families, empowering them to meet their vital needs and succeed in life.

Position Summary

The Career Services Manager shall provide career development programming and support to participants of both STRIVE and Dress for Success Greater Lafayette. This shall include both 1:1 career coaching as well as the facilitation of educational and professional development groups. The Career Services manager shall be passionate about providing strengths-based, economic-justice informed interventions that empower clients to achieve and thrive in their careers. This position is part-time for up to 29-hours per week and may include some evening or weekend work.

Responsibilities

- Assist participants to create effective and impactful resumes

- Provide career coaching and guidance
- Lead Dress for Success Professional Women's Groups
- Facilitate sessions of STRIVE, our structured workforce development program
- Assist clients in navigating barriers related to employment, including liaison with other areas of YWCA programming and other social services providers
- Assist with the provision of outreach to the community to inform them of Empowerment Services programs
- Volunteer management and scheduling
- Participate in weekly supervision meetings with Empowerment Services Director
- Represent the organization in a professional manner at all times
- Other duties as assigned

Requirements and Qualifications:

- Bachelor's Degree in a related field or equivalent experience preferred
- Obtain 20 Continuing Education Units annually
- Experience in career development services
- Ability to work independently on assigned responsibilities and manage stressful or crisis situations
- Ability to multi-task and adjust priorities as needed
- Knowledge of community resources and support organizations preferred
- Strong oral and written communication skills
- Familiarity with common computer software such as Word, Outlook, Excel, and the Google Suite (Sheets, Docs, Gmail, Slides)

Additional Requirements

To perform essential functions of this job, the employee is regularly required with or without reasonable accommodation to sit, stand, bend and reach with manual dexterity sufficient to operate standard office machines such as computers, copiers, telephones and other office equipment. Valid driver's license required. May require lifting up to 40 pounds. Requires normal range of hearing and vision.

Pay/Benefits:

Part-time, up to 29-hours per week. \$16 per hour.

Acknowledgement

A criminal conviction check is required for employment in this position. YWCA Greater Lafayette is an equal opportunity employer, affirmative action employer fully committed to achieving a diverse workforce. Applicants from diverse backgrounds are highly encouraged to apply and are not discriminated against on the basis of race, color, national origin, sex, sexual orientation, sexual identity, disability, or age.

Acknowledgement of this Position Description does not constitute a contract of employment.
This position can be modified at any time for any reason by YWCA Management.

Employee Signature

Date

CEO Signature

Date