Employment Coach

As part of the Sound Outreach team, the Employment Coach conducts one-on-one assessment of client’s skills and job readiness. The Employment Coach meets clients where they are and provided education and resources to help them to overcome any obstacles or barriers to their professional success. This is a full-time position working out of our Tacoma office.

COMPENSATION PACKAGE
Starting salary range: $42,000-50,000/year, dependent on qualifications. Benefits (equivalent of 30% of salary) include comprehensive health care package, vacation/sick days (PTO), 10 paid holidays, funds toward professional development, mileage reimbursement, and retirement benefits.

DUTIES & RESPONSIBILITIES
• Working as part of a team, identify clients in need of advancing employment to achieve wage progression and improve overall financial health.
• Develop effective job coaching and employment plans.
• Provide referrals to address barriers to employment: classes, training, education, financial training, housing, childcare, transportation, mental health counseling, DSHS, etc.
• Assess client skills, strengths, barriers, goals, and ambitions.
• Offer coaching to develop a competitive resume, effective job search skills, and interview techniques.
• Set up informational interviews, job shadows and internships; help conduct online job searches; direct clients to job/hiring fairs.
• Follow up with clients to provide job retention and career coaching, and job.
• Using our internal database, monitor and evaluate progress of clients, including maintaining and updating records of client account activity, session notes, and correspondence; track metrics of success for each individual client, encompassing entire caseload.
• Develop employer relationships in order to understand business and job requirements of open positions, identify growing employment sectors and potential employers.

REQUIRED EXPERIENCE / SKILLS
• 2-3 years’ experience in workforce development, business-to-business services and customer care, with an emphasis on employer outreach and service to marginalized populations.
• Previous successful experience in job development, recruiting, and job retention services.
• General knowledge and understanding of the needs of a low-income working population, as well as knowledge of available community resources.
• Excellent social/interpersonal skills and writing ability commensurate with the communication and data reporting requirements of the position.
• Well-organized and self-directed.
• Demonstrated proficiency with PC computer software at an intermediate level, including the Microsoft Office suite.
• Valid driver’s license and reliable transportation.

PREFERRED EXPERIENCE / SKILLS
• Excellent working knowledge of the local business environment in Pierce County.
• 4-year degree preferred but significant professional experience (five years or more) may substitute for formal education at the discretion of the hiring manager.

TO APPLY: Complete our short application form. Include a cover letter in the provided text box and upload your resume. This position will remain open until filled.

LINK TO APPLICATION FORM: Application Form

Send questions to: info@soundoutreach.org

WHO WE ARE

OUR TEAM
Our ability to deliver outstanding results for our clients start with our team of smart, capable, financial counselors, employment coaches, and program managers.

As unique as we are as individuals, we share a mutual passion for Pierce and King Counties and doing excellent work for our clients and community partners.

OUR MISSION
Sound Outreach provides compassionate guidance and beneficial tools for individuals and communities to move from financial insecurity to financial wellness and prosperity.

OUR VISION
Financially knowledgeable and secure Pierce County households with the ability and confidence to grow wealth and pass it along to the next generation.

OUR VALUES
Economic Justice – Trust – Innovation – Collaboration

*Sound Outreach is an equal opportunity employer and we strive to reflect the wide-ranging diversity of the Pierce County community we serve. We recognize, respect and work to foster a culture of diversity and celebrate our employees’ multiple identities, including age, color, race and ethnicity, gender identity or expression, language, physical ability, religion, sexual orientation, socio-economic status, and veteran status. We strongly encourage those who share these values, particularly candidates of color and those from other underrepresented groups, to apply.*