If you like to do the following things, you’ll like working here.

**You like the job search process.**

**Help others get great jobs by listening and supporting them.**

**You do better work in teams, collaborating together because a diversity of thoughts, experiences, and perspectives produces better outcomes.**

**Position Opportunity:** Rooted Career Coach (Full-Time)

**Position Posted:** December 18, 2023  
**Application Deadline:** January 15, 2024

If you want to help people have better, meaningful careers as one of our rooted career coaches, send us your information on how to contact you, your resume (you’ll give others feedback on how to make their resumes better, so show us your best) and one of the following to hiring@projectiowa.org:

- Write or record (audio, video, or visual) your top 3 examples of how employment intersects or impacts social service systems (examples: food security, healthcare, etc.)
- Write or record (audio, video, or visual) an example of a time in which you had to navigate through social service systems to receive resources or employment; OR a testimonial from someone who you have helped navigate through social service systems to receive resources or employment.
Reports to: Director of Programs

Position Summary:
Project Iowa helps job seekers seek and secure meaningful, rewarding work. Our Career Coaches work one-on-one with participants, some of whom have faced challenges throughout their careers and are trying to change their relationship with work.

This position provides one-on-one advising and support to assist individuals in reaching their career and employment goals as well as connecting them to resources to gain stability. The Rooted Career Coach responsibilities include, but are not limited to providing program referrals, teaching classes or workshops, assisting with work search, resume building, interviewing, resource referrals, and providing moral support. This position will work with specific populations in the community to address their career and stability goals and barriers.

You would be a great fit for this position if you...
● Are an active listener who can assist in clarifying individual’s needs and goals
● Have the ability to work with people with different skill sets
● See challenges as opportunities and you work to find innovative solutions
● Manage time well, can work efficiently, and are dependable
● Are competent and enjoy facilitating groups and teaching classes
● Thrive in flexible, fast paced environments
● Value community relationships and connections
● Are good at helping individuals find careers that align with their values and passions
● Love cheering people on and motivating them to achieve new goals
● Have the willingness to and proficiency in outreach to diverse audiences.
● Can gather information in order to advocate for change

Qualifications:

Education
● High school diploma or equivalent (required)

Lived and/or Work Experience
● Experience working with people with diverse backgrounds
● Experience helping people gain employment
● Experience navigating different social service systems and community resources
● Experience teaching and/or training groups (educational, non-profit, in your community, etc.)

Computer Skills:
● Experience with Microsoft Office applications including Word and Excel
● Experience using cloud-based applications such as Google Suite
● Ability to conduct virtual meetings and classes on platforms such as Zoom or GoogleMeet
● Understanding of data and tracking systems or CRM software
● Experience with Salesforce is a plus.

Why work at Project Iowa?

Our organizational values guide everything we do:

● Dignity
● Hope
● Community
● Relationships
● Integrity

We create an atmosphere where there is trust and psychological safety to do your best work.

● A small team of six FTE who work collaboratively
● We believe that connections are an inherent human need and are vital to our mental and our emotional wellbeing.
● We promise to be fully present when we are together, listen to understand, and work to respond to one another in a loving, honest, and caring way.

You can have a work life balance.

● Flexible work hours with occasional weekends and evenings
● Hybrid work environment: work from home, the office, and community partner site
● Schedule will be set with supervisor

We provide a robust benefit package for full-time staff including:

● Fully paid benefits for health, vision & dental insurance
● Life insurance
● Short & long-term disability insurance
● 401k
● Paid time-off
● Paid parental leave package

You deserve a living wage.

● This is a salaried position, $55,000/year