



CREDENTIAL TO CAREER COACH

One Family, Inc. aims to prevent homelessness and break the cycle of family poverty in Massachusetts by promoting pathways to economic independence through advocacy, education, and innovation. One Family envisions a Commonwealth where all families have secure housing, access to education leading to employment, and the ability to build assets to create a brighter future. We believe that if policies are focused on prevention and programs are designed to promote opportunities, then we can end family homelessness in Massachusetts.

Background

Families in Massachusetts face some of the highest costs of living in the country. In addition, the state's knowledge-based Economy means that an increasing number of jobs require some form of training or credential beyond a high school diploma. Unfortunately, low-income parents are often left without the resources and guidance needed to access careers that will support their families.

In 2017, One Family created Credential to Career Coaching (C2C) to help parents who are experiencing or at risk of homelessness enter into family-sustaining careers. In this program, One Family staff work directly with low-income parents, helping them determine what career to pursue based on their skills and interests, where to obtain the credentials they need, and how to finance their education or training. Each C2C participant leaves the program with a highly personalized roadmap to reach their education and career goals, enabling them to increase income and build assets for the future. After the program's success in its first few years, we are now focused on bringing the program to scale and expanding into new regions across the state to reach more families. For more information, visit onefamilyinc.org/c2c.

Position Description

Under the supervision of the C2C Program Manager, the C2C Coach will provide one-on-one coaching to participants and facilitate workshops. The ideal candidate will be a highly motivated self-starter who is organized and also has exceptional interpersonal skills. Furthermore, the C2C Coach must be solution-oriented, positive, and able to demonstrate both keen judgment and empathy. The position offers the opportunity to work in diverse, multi-lingual communities with English, Spanish, and Portuguese speakers across the Commonwealth. This position will involve working at multiple sites across Massachusetts, and we anticipate serving approximately 75 families through C2C in the coming year. This is a full-time salaried position with excellent benefits operating in a collegial and collaborative work environment.

Key Responsibilities

- Provide one-on-one coaching that is empowering, supportive, and strength-based, while ensuring that participants have clear and actionable goals to work towards;
- Facilitate weekly group workshops for 12-20 participants, ensuring that all participants are engaged and have a full understanding of workshop content;
- Alongside the C2C Program Manager, adapt and refine existing curricula and training materials for workshops, small groups, and individual coaching sessions;
- Collaborate with the Program Manager and C2C partner organizations on client intake and retention, ensuring that enrollment, performance, and completion benchmarks are achieved; and
- Record and report program outcomes and statistics.

Qualifications

- Commitment to One Family's mission and a belief that families who are experiencing or at risk of homelessness can create a better future for themselves and their children;
- Able to motivate and excite program participants towards reaching their goals;
- Interest in learning about and building a proficiency in education and career coaching as a tool to help families increase income, build assets, and afford housing;
- Culturally competent, and possessing openness and respect for others' cultures, identities, and lived experiences;
- Bachelor's degree;
- Proficiency with Microsoft Office applications (Salesforce.com experience preferred);
- Valid driver's license required and ability to travel statewide;

- Flexibility and ability to work some nights and/or weekends (advance notice given); and
- Bilingual speakers encouraged to apply (Spanish or Portuguese preferred).

To Apply

Please e-mail a resume and brief cover letter, outlining how your skills and experience meet the position qualifications, to careers@onefamilyinc.org and include "C2C Coach" in the subject line.

*One Family is an Equal Opportunity Employer.
We encourage applicants with diverse backgrounds and experiences to apply.*