

Job Description

Job Title:	Career Development Specialist
FLSA Status:	Full-time/Exempt
Department:	Member Development
Reports To:	Sr. Director, Career Development
Location:	Rung St. Louis
Schedule:	Varies; will include evenings and weekends
Salary Range:	\$50,000 – 65,000

Description of Organization:

Rung for Women is comprised of a team of passionate and enthusiastic individuals who are committed to inspiring women to climb the economic ladder. We envision a world where all women can lead equitable and abundant lives. Our program offers professional and personal development opportunities, along with a supportive community, for women who want to earn more money and overcome the systemic economic, social and health barriers to wealth creation.

We believe in unlocking potential and possibilities in our staff and members (program participants). We leverage a strengths-based coaching model to build our members' capacity for goal setting and problem solving, along with financial education, power skills development, and pathways to middle-skill career pathways that offer a thriving wage. Currently, Rung focuses on career pathways in the technology, geospatial, and advanced manufacturing industries. Rung partners with employers and training partners, who offer a fast-track to career launch through short-term industry-specific training, on-the-job training and apprenticeships. At the same time, Rung members gain access a community of like-minded women, health and wellness amenities, and child care to support them in achieving their goals.

Since our launch March of 2021, more than 300 women have begun a journey with Rung, many of whom have completed career training and coaching and have achieved better employment opportunities.

Our staff are:

- Passionate about Rung's vision & mission
- Collaborators
- Effective communicators
- Self-directed
- Value-adders
- Have a growth mindset and high EQ

Position summary: Utilizing the GROW model, this position is responsible for coaching members through their Rung journey, professional skills development, preparing and interviewing for a job, and retaining the job for at least 90 days. If you love making connections with people, motivating and inspiring them to achieve results, and thrive on dynamic variety in your day, then this position is for you.

How you'll help Rung achieve our vision: This position serves as the member's coach, career advisor, and success partner to ensure that they successfully complete Rung's programming, achieve their career goals, and secure/maintain employment so that they can ultimately increase their wealth.

What you will do:

Ensure members complete Rung programming, secure a job in the field of their training, and retain the job for 90 days

- Create empowering coaching relationships
- Utilizing the GROW coaching model, support members in:
 - setting career goals and developing action plans, as well as implementing such plans
 - confronting challenges/setbacks with their goals/actions
 - completing all program requirements
 - preparing for job interviews
 - addressing workplace issues that could impact retention
- Facilitate group coaching offerings, workshops, and other topics in service of member goals
- Maintain data systems to track member progress/outcomes

What you need to bring us:

- Passion for Rung's vision and mission
- Previous coaching, leading others, and job development experience
- Demonstrated experience in working with individuals from diverse backgrounds
- Comfortable speaking to groups and facilitating impactful training
- Understanding of the career track a plus
- Advanced Microsoft Office skills
- Familiarity with CRM systems (Salesforce) strongly preferred
- A people orientation
- Ability to make connections with, motivate, and inspire others to achieve results
- Empathetic communication style
- Ability to understand and quickly act

Why Rung for Women?

Rung for Women knows that our success is the result of attracting, retaining, and investing in high caliber staff who have a passion for our vision and mission. When you thrive, Rung thrives. We therefore offer a competitive array of benefits, including:

- Comprehensive Health Insurance: Medical, dental, and vision (majority of the cost for employees is paid by Rung) plus short- and long-term disability insurance (fully paid by Rung)
- Retirement: dollar-for-dollar match up to 5% of the employee's annual salary
- Paid Time Off: Up to three weeks of vacation, 1 week off at end of December, 1 week of sick time, 20 hours of volunteer time, and 9 holidays each year
- Flexibility: flexible work schedule and ability to work from home up to three days/week
- Paid personal and family leave: up to 12 weeks paid time off annually for the birth of your child or to respond to your own serious illness; up to 2 weeks to respond to a loved-one's illness
- Cell Phone Reimbursement: up to \$75 monthly



- Professional Development: up to \$2,000 annually to further your professional development, plus monthly professional development in-services
- Team Building: organized activities throughout the year for departments and all staff to build a strong staff community

Application Process

Interested candidates should submit a resume, cover letter, and any other relevant materials, to careers@rungforwomen.org no later than 5:00 pm, on March 20, 2023. Please also complete a short, 5-minute assessment:

<https://assessment.predictiveindex.com/bo/6KH/CareerDevelopmentSpecialist>