

Job Description

Job Title:	Career Attainment Coach
FLSA Status:	Full-time/Exempt
Department:	Member Development
Reports To:	Director, Career Attainment
Location:	Rung, St. Louis
Schedule:	Varies; will include evenings and weekends (see information below)
Salary Range:	\$61,000 – \$64,000

Description of Organization:

Rung for Women is looking for like-minded individuals to join our 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. Rung offers professional and personal development opportunities, along with a supportive community of women who want to earn a thriving wage and overcome the systemic economic, social, and health barriers to wealth creation.

We believe in unlocking potential and possibilities in our staff and Members. In 2024, Rung will focus on career pathways in the technology and advanced manufacturing industries. Rung for Women partners with employers and training providers who offer a fast-track to a new career through short-term industry-specific training, on-the-job training, and/or apprenticeships. Our Members gain access to a community of like-minded women, health and wellness amenities, and childcare to support them in achieving their goals.

Since our launch in March of 2021, more than 500 women have begun a journey with Rung. Many of them have completed coaching, and career training, and have achieved better employment opportunities and increased their income.

Rung for Women's model provides a focus on industries with the most high-impact career and income opportunities for women. If you would like to be a part of an organization that is disrupting the status quo in women's personal and professional lives, Rung for Women is the place for you!

Our Mission:

Inspiring all women to climb the economic opportunity ladder.

Our Values:

- Innovate
- Collaborate
- Invite Joy
- Promote Self-determination
- Uphold Equity

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 \(Goal/Reality/Options/Way Forward\) Coaching model](#), this position is responsible for guiding Members through Rung’s Job Attainment Process. The Career Attainment Coach provides direction on Members’ job search and attainment process. Will also serve as a coach through Members’ probational period on newly gained jobs. 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 secure and maintain employment so that they can ultimately increase their wealth.

What you will do:

Job Search Support

- Responsible for ensuring 70% to 80% of Member caseload of typically 20 - 30 Members attain a new job or promotion during job attainment support (typically 3 months).
- Responsible for ensuring 70% to 80% of Members with new jobs or promotions retain them for 90 days (about 3 months).
- Assist Members with development and execution of a job search plan with defined goals and timelines.
- Provide guidance and feedback on job search activities.
- Create, curate, and add job search and career development related content to the Learning Management System.
- Review and provide feedback on resumes, cover letters, and other job search related documents and activities.
- Conduct 90-day GROW check-in and goal setting calls with Members during their 90-day probationary period on a new job or promotion.
- Ensure a high level of Member attendance at employer connection events.
- Work with volunteers to support Members in developing “Rung Ready” assets.

Individualized Career Attainment Coaching

- Conduct regular sessions to coach Members on clarifying, setting, and following through with job attainment goals.
- Track Members’ meeting attendance, performance, and progress in program to ensure ongoing engagement.
- Provide accountability and guidance to manage Members’ completion of all required components.
- Assist Members in navigating program logistics and appropriate optional activities.
- Maintain accurate meeting notes and ensure required data input to Salesforce database.
- Use Member data to identify Members who need additional support or intervention to stay in alignment with organizational policies.

Group Coaching & Facilitation

- Lead group coaching and group learning sessions to ensure Members develop the skills and confidence for transitioning to a new career.

- Facilitate presentations on personal and professional career development issues.
- Conduct group practices sessions on job readiness skills (i.e. interviewing) and provide feedback to Members.
- Coordinate the day-of execution of group coaching sessions and volunteer support sessions.

Career Center Drop-In Support

- Provide short-term drop-in services for Members beyond core programming for job search and attainment support.
- Provide feedback on resumes and interviewing skills.

General Program Support and Administration

- Participate in cross-functional teams to ensure successful execution of program and achievement of organizational goals.
- Attend admissions, recruitment, and member training events to assist with cultivation of prospective members and current member support.
- Administer surveys and collect data to evaluate the effectiveness of individual and group sessions with Members.
- Maintain weekly Salesforce data entry standards along with meeting monthly quality audits.
- Proactively assist with researching and learning targeted industries.
- Proactively assist with designing, developing, and refining programmatic processes and assets.
- Assist other departments as needed.

Schedule and Training

- This position requires working at least 2 nights per week until 8:00 p.m. and/or Saturdays for Member support.
- Requires occasional weekends for programmatic events.
- Ability to flex work schedule for extended hours with approval from supervisor.
- Required to work at least 3 days in the office unless meeting schedules dictate extra days.
- Employees are expected to occasionally assist with Rung's non-programmatic programs as requested.
- Completion of basic Coach training within the first year of employment, unless proof of previous training completion is provided.

What you need to bring us:

- Passion for Rung's vision & mission.
- Demonstrated experience in working with individuals from diverse backgrounds.
- Previous experience guiding people through a strategic and effective job search process.
- Previous experience working with people on a one-to-one, high capacity, basis.
- Previous coaching, leadership, and career development experience.
- Previous experience and demonstrated comfort in facilitating groups.
- Program design experience is a plus, or a demonstrated deep interest in learning this skill.
- Ability to make connections with, motivate, and inspire others to achieve results.
- Empathetic communication style.
- People- and relationship-orientation.

- Comfort with using data to assess Member progress, setting priorities, and making modifications to encourage successful outcome attainment.
- Proficiency with Microsoft Office products.
- Familiarity with CRM systems (particularly Salesforce) preferred.
- Previous workforce development and/or social work experience a plus.

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 two 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

Rung for Women is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship.

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 July 12, 2024. Please also complete a short, 5-minute assessment: <https://assessment.predictiveindex.com/6KH/63ec9828-7ddc-4d1e-90f1-c541a738c7e4?type=candidateba>