



No Recruiters/Agencies and No phone calls

Career Coach

WiNGS is a non-profit agency supporting women and families in becoming strong mothers/parents, being financially secure and achieving career goals. Formerly known as the YWCA of Metropolitan Dallas, WiNGS serves nearly 2,000 individuals each year. If you want to make a lasting impact on the lives of families, WiNGS is a place for you.

The **Career Coach** will serve as a member of our team operating three Financial Empowerment Centers (FEC) in South Dallas. This position will work one-on-one with clients seeking to develop employment skills, advance in their current role or find new career opportunities that lead to sustainable employment with a living wage and benefits. Candidates should also be proficient with technology to perform virtual services and client meetings through a Zoom platform. **Evening and weekend hours may be required for this position. Local travel is required. Fluency in Spanish is strongly preferred.**

PRIMARY RESPONSIBILITIES:

- Engage in the WiNGS coaching methodology, coaching adults one-on-one and in groups regarding career exploration and planning, employment search, skill preparation and application preparation.
- Assist with outreach efforts to recruit clients seeking career services.
- Assist clients with developing action plans for career goals; provide appropriate and timely follow-up; document all actions in client database.
- Coordinate and track referrals to community assistance programs to increase client success.
- Document all client progress, prepare progress reports, celebrate successes.
- Track and report participant outcomes.
- Research and stay current on industry practices and trends.
- Establish positive relationships with community partners.

ESSENTIAL QUALITIES & QUALIFICATIONS:

- Bachelor's degree in social work or related field preferred; minimum of 2-4 years prior experience working with employment services is preferred.
- English/Spanish bilingual proficiency is strongly preferred.
- Commitment to WiNGS mission and values including an understanding of barriers faced by low-income families.
- Personal qualities of maturity, self-awareness, empathy, flexibility, cultural humility, and an exceptional capacity for team and community building.
- Must be able to work flexible schedule, including some nights and weekends.
- Must have reliable transportation for local travel

WiNGS offers competitive compensation and comprehensive benefits, including medical, dental, vision, and life insurance, short- and long-term disability plans and retirement, as well as an environment where your professional growth and advancement are cultivated. WiNGS is an Equal Opportunity Employer.

HOW TO APPLY:

For immediate consideration, qualified candidates should submit a resume or application to jobs@wingsdallas.org.