



Green City Force

Position: Career Counseling Coach

GCF has been recognized nationally for our innovative workforce development and service model that positively impacts Opportunity Youth living in public housing, while supporting sustainability initiatives across the City. We seek passionate, values driven self-starters to join our growing team. Successful candidates will demonstrate efficient project management, ability to troubleshoot and resolve issues effectively, and commitment to pursuing excellence in all aspects of work.

Overview

Reporting to the Career and Alumni Services Manager, the Career Counseling Coach works with Green City Force (GCF) Corps Members and Alumni to leverage their skills and strengths in advancement of their professional ambitions. Through one-on-one support services, skill-building and professional development opportunities, the Career Counseling Coach helps keep Corps Members and Alumni motivated and prepared to succeed in their chosen paths.

Primary responsibilities:

- Engage Corps Members and Alumni in on-going discussions about his or her employment goals.
- Review resumes and cover letters, providing feedback and assisting with edits as needed.
- Support Career and Alumni Services Manager in maintaining current records of which Corps Members and Alumni are unemployed or seeking new career opportunities.
- Rehearse job interview tactics with Corps Members/Alumni provide guidance.
- Hold seminars and workshops to educate Corps Members and Alumni about best practices in the workplace.
- Connect Corps Members/Alumni with appropriate training and education support consistent with their career pathway or short-term goals.
- Coach Corps Members and Alumni on articulating their work history and skills in a professional setting.
- Coach Corps Members/Alumni on professionalism and positive work habits, uphold all values from the GCF Corps Member Manual.
- Occasionally meet with Alumni at or near their work locations to facilitate ease of engagement and to observe workplace settings (if permitted).

Qualifications:

- Bachelor's degree with a minimum of 2-3 years of experience in career services or youth development related field
- Strong interpersonal and motivational skills
- Experience with database management and recording and tracking of data



**GREEN
CITY
FORCE**

- Highest standards of professionalism, work ethics, accountability and responsibility
- Excellent interpersonal, oral, and written communication skills

ABOUT THE ORGANIZATION

Founded in 2009, Green City Force's (GCF) mission is to break the cycle of poverty, preparing urban young adults to succeed in their chosen careers by engaging them in service, training and work experiences related to the clean energy economy. GCF simultaneously addresses three imperatives –unemployment and the lack of prospects for family-supporting careers among low-income youth; changes to the urban environment that must be made to mitigate climate change; and stimulation of the green economy through awareness-raising and individual behavior change.

In 2013, GCF was named NYC's Most Innovative Nonprofit by Mayor Bloomberg and Executive Director and Founder Lisbeth Shepherd was recognized by the White House as one of five Champions for Change addressing youth unemployment. This is an opportunity to join an organization with a proven track record, strong growth potential, and a positive organizational culture for personal growth and collective impact as part of a dynamic team.

Green City Force is an equal opportunity employer and encourages candidates of all racial, ethnic and religious backgrounds to apply. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.

COMPENSATION: Competitive salary, medical & dental benefits

TO APPLY: Please email a resume, 3 references and a cover letter, including salary requirements to Jobs@greencityforce.org. Please indicate the position for which you are applying in the subject of your email. No phone calls, please.

Applications will be accepted until the position is filled. We are looking to fill this position immediately.