



Position Summary: Career Counseling Coach

Green City Force (GCF) breaks 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 recognized at the White House as one of five organizations as 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.

The Career Counseling Coach provides innovative career assistance to Green City Force Corps Members and Alumni. We currently serve approximately 75 Corps Members a year, and have a pool of over 270 Alumni. Through personal consultations, the Career Counseling Coach helps people identify their specific aptitudes and go on to realize their career goals.

Primary responsibilities:

- Under general direction, with latitude for independent initiative and judgment, meet individually with GCF Corps Members and Alumni.
- Coach Corps Members and Alumni on articulating their work history and skills in a professional setting.
- Assist Corps Members/Alumni in developing long-term career pathways and establishing short-term job goals.
- Helps Corps Members and Alumni identify personal interests and life goals.
- Review resumes and cover letters in order to provide feedback.
- Rehearses job interview tactics with Corps Members/Alumni and offers advice.
- Holds seminars and workshops to educate individuals who are searching for the right career path.
- Connect Corps Members/Alumni with appropriate training and education support consistent with their career pathway or short-term goals.
- Coach Corps Members/Alumni on professionalism and positive work habits, uphold all values from the GCF Corps Member Manual.
- Connect Corps Members/Alumni to full-time, year-round employment opportunities.
- Assists with job search skills, making contact with prospective employers and completing job applications.
- Advises Corps Members/Alumni on courses to take in college to prepare for a particular career.



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- Helps Corps Members/Alumni choose the right colleges to match their career choices, and assist with locating financial aid and other funding sources to pay for their educations.

Experience and qualifications:

The Career Counseling Coach must model the professional behavior, standard of excellence, values and culture that Green City Force seeks to build in its own Corps Members.

- Must have excellent written and verbal communication skills.
- Strong problem solving and decision making skills are important.
- Must be a good multi-tasker, scheduler, time manager and an active listener.
- Must have excellent management and motivational skills.
- Strong computer skills and knowledge of designing spreadsheets and maintaining databases is a plus.
- Knowledge of human resources and recruiting techniques.

Minimum requirements:

- Commitment to youth development, social and economic justice, and sustainable development; passion for Green City Force's mission
- High level of professionalism, integrity, work ethics, accountability and responsibility
- Highly organized self-starter; ability to structure tasks, establish priorities and set goals
- Excellent communication skills, strong interpersonal and motivational skills, excellent collaborative and team-work skills
- Enthusiasm for, and personal commitment to, healthy sustainable living choices

Preferred:

- Bachelor's Degree and 2 years of experience in activities related to job duties described above – or -- High school graduation or equivalent and six years of experience in activities in an area related to the duties described above;
- Previous demonstrated effective leadership role with urban young adults ages 18 - 24; experience working in low-income communities is strongly preferred
- Experience related to the sustainability "sector" including energy efficiency, building science, and/or urban agriculture is preferred.

Start date: ASAP

Compensation: Competitive salary, medical & dental benefits

How to apply: Interested applicants should send a resume and thoughtful cover letter, including salary requirements, to mara@greencityforce.org. Please indicate the position for which you are applying in the subject of your email. No phone calls, please. Green City Force is an Equal Opportunity Employer. Green City Force strives to reflect the diverse community it serves. Applicants who contribute to this diversity are strongly encouraged to apply. AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.