

FAYETTEVILLE CAREER SERVICES COACH – BILINGUAL SPANISH/ENGLISH – P/T 20-25/WK
Email cover letter & resume to dfsnewa@dressforsuccessnwa.org | Pay range \$14-17.50/hour

The Dress for Success (DFS) NWA organization is seeking a part-time **Career Services Coach**. This passionate individual will be responsible for assisting participants with the navigation of DFS program services and resources - designed to empower her employment, job retention and engagement of the DFS Fayetteville location.

The **Career Services Coach** will work closely with the Operation & Programs Team to guide participants through opportunities that result in milestone achievements and measurable outcomes, resulting in long-term success of both the program and its participants.

The Career Services Coach will demonstrate the functions listed below, as well as recruit and manage volunteer schedules that assist with these functions. Strong leadership and coaching experience will be an essential skillset in this role.

DFS NWA serves a number of populations of unemployed or underemployed individuals including those with a criminal background re-entering society from incarceration. Applicant must be comfortable working with a diverse group of individuals.

Essential Job Functions

- Meet individually with participants to complete suiting appointments
- Assist with developing resumes, cover letters, or the application process
- Coach and prepare participants for job searches, resume writing and interviews
- Talk to participants about all the DFS programs and services
- Input and maintain participant information and progress in DFS database system
- Cultivate weekly communication with program participants to maintain resource based relationships that empower our participants to succeed and create healthy support networks
- Schedule & confirm participant appointments
- Demonstrate excellent follow-up with participants, ensuring engagement experience
- Recruit, on-board, train and schedule boutique volunteers
- Oversee inventory management, ensuring adequate inventory for suitings
- Maintain a clean, professional DFS office/boutique space and provide a welcoming and comfortable environment for participants

Preferred Experience/Education/Training

- Experience working in a mentoring or advising role with diverse populations
- Knows what it takes to make a positive professional impression and is comfortable creating a professional wardrobe/outfits
- Must be very comfortable speaking and communicating ideas, advice, feedback and critiques professionally and concisely
- Recognizes opportunities and potential in participants and develops plans to aid in personal and career growth
- Experience with client database management platforms in Social Work/Case Management outcome based approach with strong understanding of community resource and referrals
- Experience in office administration, interviewing, people management, and communications
- Experience managing staff or volunteer-based teams; demonstrates a high level of influence
- Proficient in Microsoft Office, including Excel, Word, PowerPoint and Outlook
- Bilingual – Spanish/English

Essential Physical Requirements

- Sufficient mobility and strength to help maintain boutique
- Light lifting (<20 lbs.)