



## Career Coach Position Description

**Job Title:** Career Coach

**Quantity Hiring:** 3 Positions

**Department:** Student Pathways

**Reports To:** Director of Career Coaching

### Terms of Employment

- Target start date: September 1, 2024
- Compensation: 48-54K, Full-Time, Salary commensurate with training and experience
- Benefits (Health, Vision, Dental and Life Insurance; Retirement contributions; Paid-Time off)
- Position is located in Elkhart County, Indiana
- This position will be part of an 18-month grant project, with the goal of continuation dependent on funding

### About HEA

Horizon Education Alliance (HEA) is an educational nonprofit organization that is building a system for providing world-class education and training to every person in Elkhart County to equip them for a lifetime of well-being and meaningful work. We engage people in county-wide, hands-on collaboration and connection to drive bold innovation and big outcomes—cultivating a shared sense of ownership and responsibility for our future.

### About the Grant and First Phase of the Work:

The Career Coaching grant will provide expanded career coaching and navigation services across four school districts in Elkhart County: Baugo Community Schools, Concord Community Schools, Goshen Community Schools, and Elkhart Community Schools. The model that will be used to support the grant goals includes the development and implementation of a career coaching approach (aligned with the state's comprehensive [Career Coaching Framework](#)) within the four Elkhart County School districts. Through expanded career coaching, we believe students will be better prepared to succeed in their next post-secondary pursuit, whether that be college or career.

### What you'll do:

Reporting to the HEA Director of Career Coaching, each career coach will be assigned to work in a partnering high school with the primary responsibility of supporting students in their career planning by:

- Building a deeper understanding of their skills and interests
- Helping students understand the pipelines and finances pertaining to careers that can be obtained through the pursuit of appropriate career training or post-secondary education.

During this pilot phase, the Career Coach along with the Director and other HEA staff, district leaders and community partners will also engage in the development of a more systemic vision for career coaching in Elkhart County that may draw upon community-based models such as Career Access Centers, or the Swiss centers for vocational education and guidance.

**Core Career Coach Responsibilities include but are not limited to:**

- Establish productive relationships with principals, school counselors, teachers and students in assigned high school as well as other employer and community-based college access professionals
- Assess, in consultation with the Director of Career Counseling and key high school stakeholders, the particular assets and needs of the assigned school, and adapt and adopt activities to reinforce existing activities to expand the services provided to students and avoid duplication
- Organize group events (on and off school-site) that encourage students and their families to consider, plan for, and apply to colleges and universities, skilled trades, apprenticeships, and local job opportunities
- Interact on a daily basis with high school students (and occasionally with families) in the assigned high school to provide relevant information about career exploration, work-based learning opportunities, local job opportunities and postsecondary education for traditional 2-4 year degrees
  - Provide content and or coaching via classroom sessions, small group or individual sessions
- Interpret and submit weekly data to the Director of Career Counseling documenting progress and outcome data
- Connect with HEA's current professional network and engage new partners in building best practices and training opportunities that include but are not limited to job shadowing, mentoring, and Work Based Learning

**Required Job Qualifications:**

- Bachelor's degree or combination of other relevant education/experience
- Understanding of the value of providing our local youth with high quality resources and opportunities that support them on their journey towards college and career
- Ability to foster and maintain positive relationships, supporting collaboration internally and across sectors, and working with diverse partners - building strong relationships will be the key to success in this position
- Ability to effectively work in a school setting and partner with students, faculty and staff
- Flexibility to work at alternate locations (local travel will be required, with occasional regional or state travel)
- Interest in continuing education and professional development to stay relevant with changing standards or requirements
- Outstanding written, communication, and management skills
- Discipline and ability to work independently, while also working effectively within team settings
- Passionate about HEA's mission and values (see below) and ability to thrive in a dynamic team like ours - we are a group of unique individuals who truly believe in this work

**Preferred Job Qualifications:**

- Experience in the business sector or other sector outside of education
- Bilingual skills (English/Spanish)
- Experience working with parents/caregivers, as well as youth, from diverse backgrounds around navigating postsecondary pathways

We are looking for people who will embrace the **Core Values of Horizon Education Alliance:**

**Growth Mindset**

- Listening and seeking wisdom from others
- Willingness to take risks, learn from mistakes and committed to continuous improvement
- Openness and initiative for learning new things
- Passion for the mission and perseverance towards long-term goals

**Commitment to Equity**

- Personal growth and self-reflection related to individual identities and implicit bias
- Cultural competency
- Application of an equity lens

**Generous Spirit**

- Recognizing strengths and assets of self and others
- Empathy and humility
- Positive and aspirational outlook
- Willingness to give of our time, resources, and energy
- Commitment to sticking with challenging situations and relationships

**Interested? Application Process:**

Please share your CV and a cover letter here: [srunyan@heaindiana.org](mailto:srunyan@heaindiana.org)

It is HEA's policy that, as required by law, equal employment opportunities be available to all persons without regard to race, sex, age, color, religion, national origin, marital status, sexual orientation, disability, citizenship status, or any other category protected under state or local law. While the protections are legal, they are also in alignment with HEA values. HEA will take appropriate steps to provide accommodations, upon request, to qualified individuals with disabilities.