

Employment Coach job description

CodeSquad is seeking a part-time Employment Coach to motivate and support our students as they transition to a software career. We are looking for a relationship builder / project manager / coach who is enthusiastic about improving career outcomes for our graduates.

Note: Please submit your resume as a PDF.

About the Organization

CodeSquad is a non-profit organization that trains talented, low-income adults, particularly people of color, to become software developers – and works to find them internships or full-time technology jobs. To do this, we provide a free, intensive, 24-week learn-to-code bootcamp, which runs from late November through June.

Responsibilities

The mission of the Employment Coach is to serve as a coach and advocate for our students. The successful candidate will help guide them to their best-fit career path, whether in a corporate software job, as a freelance web developer, or in a similar role that employs their software skills.

Specific responsibilities for this position include:

- Establish collaborative relationships with 20-30 CodeSquad students and graduates, with the goal of finding jobs or internships in the software industry or further training leading to a job
- Meet regularly with students, one-on-one and in small groups (via videoconference or in person), to help support their job search
- Support and motivate each student to complete a LinkedIn profile, technical resume and cover letter focused on their software skills, employing proven strategies for getting a first job in development (e.g. showcasing specific languages & frameworks, highlighting project work, etc).

Note: awareness of the technologies needed for each job is helpful but not required.

- Develop a clear understanding of specific career paths identified by CodeSquad, which students may choose to enter after Graduation, including sample job descriptions, skills required, etc. Help students choose a clear goal, provide relevant resources, and help them stay accountable.
- Find and identify jobs appropriate for CodeSquad graduates & post in our internal jobs channel, focusing on those roles that are best suited for specific grads' interests, skills, location, etc. Motivate students to apply for jobs & internships before the bootcamp ends.
- Learn how to write a technical resume for developers, lead resume workshops, and provide thorough one-on-one feedback on student resumes
- Learn the ins and outs of LinkedIn (how to use & why), present a LinkedIn workshop and provide feedback & troubleshooting to students & graduates
- Learn the basics of a developer portfolio & provide feedback and guidance to students
- Track program participants' career success and maintain a dashboard of student progress toward employment. Maintain records and produce regular reports on career progress and outcomes.

- Connect graduates to job fairs and job boards with relevant employment opportunities
- Connect students with volunteer Advocates or other tech professionals for in-depth career exploration & advising
- Help students and grads identify barriers & strengths that will impact their job search and motivate them to keep going. Provide students with action steps to combat Imposter Syndrome.
- Other duties as assigned

Qualifications

- 1-2 years of experience in job placement or coaching; experience with motivational interviewing preferred
- Bachelor's degree preferred but not required
- Strong written and oral communications skills
- Familiarity with the neighborhoods of urban Boston and sensitivity to the challenges that low-income, urban, people of color experience
- Skilled at seeking out information, training, workshops, etc. to understand what it takes to get an entry-level software job, including in the specific career paths identified by CodeSquad
- Adept at working with our student body: communities of color, women, queer people, trans people and nontraditional software candidates
- Familiarity with typical hiring processes at a corporate HR department preferred
- Proficient with Microsoft Office, Google Workspace
- Proficiency with instant messaging tools (e.g. Slack) preferred
- Case Management experience preferred but not required
- Minority and bilingual candidates strongly encouraged to apply

Compensation and Hours

- This is a grant-funded, independent contractor position for 20 hours per week at \$22/hour
- Employment Coach must attend weekly staff meetings via videoconference, establish weekly availability during regular business hours, and be available for student meetings on occasional nights and weekends. Hours are otherwise flexible.
- Preference for applicants who are able to attend in-person meetings, roughly once per month, in Somerville, MA
- Contractor must submit biweekly invoices for payment
- Contractor must possess their own computer, webcam and Internet connection for remote work
- Schedule: Roughly 20 hours per week. Flexible, but must occur Monday to Friday during business hours.

We are an equal opportunity employer.

How to apply

Please send an email describing your interest and suitability for this role to info@codesquad.org and attach a recent resume.