



## Team Opportunity

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|----------------------|-------------------------------|
| <b>Job Title:</b>    | Leadership Coach              |
| <b>Status:</b>       | Part-time – 10 Hours per week |
| <b>Pay Range:</b>    | \$25 – \$35 per hour          |
| <b>Reports To:</b>   | President                     |
| <b>Location:</b>     | US-Nationwide                 |
| <b>Closing Date:</b> | Open Until Filled             |

## Meet edOpp

Our purpose is to change the way organizations operate, people work, and communities exist. Everyday edOpp Solutions LLC commits to working with purpose. We partner with organizations seeking to attract, hire, train, and retain a high performing workforce.

As the total solutions provider for businesses, nonprofits, government agencies, and K12/higher education, edOpp provides an array of workplace learning and business strategy solutions designed to transform purpose, people, processes, and performance.

Our craft, expertise, and passion integrate learning and strategy seamlessly into any organization. Our team brings over 30 years of industry experience and delivers a track record of proven results to transform **Workplace Learning**, innovate **Business Strategy**, optimize **Digital Learning**, and impact **Workforce Development**.

With quality services and sound business practices, we are recognized as the AMA Marketer of the Year 2016 for Business-to-Business, ACT® Career Solutions Provider, Women Business Enterprise (WBE), Minority Business Enterprise (MBE), and Texas Historically Underutilized Business (HUB) through the City of Houston. We are also Small Business Enterprise (SBE) certified with METRO Houston and Port of Houston Authority.

## The Team

Play a vital role at edOpp as you demonstrate to our participants why edOpp is an innovative industry leader in workplace learning and business strategy. Execute this by helping identify an employee's growth, as well as help plan and develop new skills. We are currently seeking a **Leadership Coach** that can create and deliver the edOpp transformational coaching experience aligned with our company's purpose, philosophy, and learning methodology.

## The Opportunity

**You:** You're a dynamic and innovative individual who can build an alliance between coaches and participants. You utilize a thought-provoking approach and creative process that inspires the participant to maximize personal, professional, and organizational potential. You can draw out the intelligence and wisdom of the participant rather than taking on a role of advising or being an expert consultant. As a Leadership Coach, you will support people to help them move forward and explore the future they wish to create for themselves.

**Your purpose:** As the need arises, our participants will count on you to provide a thought-provoking and creative process that inspires the participant to maximize personal and professional potential. As a coach, you will also provide participants a clear path to move forward





and achieve their career goals and objectives.

## Your work:

- Deliver personal, 1-2-hour discovery sessions for a better understanding of the specific needs and wants of the participant using Adobe Connect, Zoom, Microsoft Teams, and WebEx applications
- Provide the option and availability of job shadowing for optimal participant-coach comprehension
- Contribute to participants' care by conducting brief check-in calls and emails throughout the month to assess participants' progress, hurdles, and provide immediate feedback
- Coaching all levels of employees on how to improve their ability to lead and manage effectively within their respective organizations
- Develop non-judgmental, objective, and mutually respectful relationship with each participant throughout the coaching process
- Coach participants with active listening skills, questioning techniques, and compassion
- Identify each participant's ambitions, career challenges, and key opportunities
- Guides participants in the development of skills and strategies to deal with personal, professional, and/or organizational challenges
- Encourages participants to express their feelings and to discuss what is happening in their lives and helps them develop insight into themselves and their relationships
- Administer specific assignments that are tailored to meet the needs of the participant
- Assist participants in the creation of tailored leadership development and performance improvement plans
- Produce assessments to aid in the self-transformation process
- Researches the most current leadership and organizational practices for the purpose of anticipating future areas or trends needing to be addressed, and making recommendations to ensure progress
- Practice and observe the confidentiality of all coaching discussions
- Keep all coaching records and reports safe and secure during the coaching process and terminate all reports at the end of coaching period
- Attends meetings, training, and orientations as required
- Performs other related duties as assigned

## Experience

8+ years of professional work experience in HR, Business, and/or Education in positions of increased responsibilities. Coaching, management, or leadership experience preferred.

## Education

Bachelor's degree or higher from a regionally accredited institution is required. Additional certification(s) in subject matter area or industry assessment(s) preferred. Masters or doctoral degree preferred.

## Knowledge, Skills, and Abilities

- Proven experience in effectively providing consultation and/or leadership coaching



- Knowledge of most of the following: GROW coaching model, leadership theories and research, counseling, organizational development, emotional intelligence, team development
- Knowledge of human behavior and performance, individual differences in ability, personality, and interest, learning and motivation, counseling techniques
- Tech savvy, proficient in MS Office applications specifically Word, Excel, and PowerPoint, knowledgeable of Dropbox and Google Apps such as Google Forms and Drive
- Excellent communication and organizational skills; strong written and interpersonal skills
- Demonstrated ability to facilitate collaboration among diverse stakeholders
- Skilled in quickly establishing and maintaining cooperative and effective professional relationships, build trust in a limited time, and engage with a broad range of organizational stakeholders
- Creative self-starter who is comfortable with both taking initiative and working in collaboration
- Exceptional project management skills, ability to balance multiple priorities with proven ability to anticipate challenges, solve problems and maintain a calm demeanor in high-pressure situations
- Strong analytical, time management, organizational and interpersonal skills
- Ability to demonstrate effective skills in group facilitation, managing teams/groups, organizational dynamics, and consensus building
- Ability to provide professional, applicable, and meaningful feedback to participants
- Ability to be creative when it comes to finding workplace solutions
- Adhere to deadlines for reports and other required paperwork

## Physical Demands/Working Conditions

This is a physically demanding position in a fast-paced environment that requires constant and repetitive movement of fingers, hands, and wrists. To be successful in this position, you must be able to:

- Work in a standing or sitting position for long periods of time (up to 8 hours) facilitating classes
- Occasional lift, carry, and transport boxes, bags, or carts of at least 25 pounds of training materials, supplies and/or technologies
- Occasional lift, carry, and move tables and chairs for various room configurations if on-site
- Bend, stoop and reach items frequently weighing up to 25 pounds
- The noise level in the work environment must be quiet, free of distractions
- Must be willing to work a flexible schedule including day and/or evening to accommodate for various class schedules
- Must have a valid driver's license and reliable transportation for frequent travel to and from client locations locally or regionally.



# Talent Management



## What's In It For You?

At edOpp Solutions, we believe in supplementing your career through aligning purpose, people, processes, and performance. To do this, we strive to cultivate a positive culture that focuses on the well-being of our team. As a new member of our team, we offer our employees a culture that consists of loyalty and performance over experience. We invest in developing people through high-quality programs, effective coaching, and ongoing professional development.

When you choose to work at edOpp, you are part of our #TeamEdOpp. You will work alongside team members who set and reach ambitious goals every day, be excited to continue to grow with edOpp, and work relentlessly to transform people and organizations through learning.

It is the policy of the edOpp Solutions to provide equal employment opportunities without regard to race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran's status.



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**Discover Learning & Strategy at Work: [www.edopplearning.com](http://www.edopplearning.com)**