



## Team Opportunity

<b>Job Title:</b>	Career Coach
<b>Status:</b>	Independent Contractor (as needed)
<b>Reports To</b>	Workforce Program Manager
<b>Pay Range:</b>	\$20-\$25 per hour
<b>Location:</b>	US-Nationwide, Remote
<b>Closing Date:</b>	Open Until Filled, Adjunct Pool

## 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, certify, and retain a high-performing workforce. As the total solutions provider for businesses, nonprofits, government agencies, K-12, and higher education, our team brings over 30 years of industry and professional experience with proven results to impact **Workforce Development**.

We are making an impact on communities and employers by providing innovative solutions to meet their workforce development goals. Our curriculum provides Integrated Education and Training (IET) for students to secure industry-relevant certification, obtain or retain employment within an occupational area, and/or advance to higher levels of future education. We specialize in innovative, interactive, and intensive learning experiences that integrate adult education literacy with workforce training and preparation skills for in-demand or targeted occupations.

With quality services and sound business practices, we meet the industry standards to be certified as Women Business Enterprise (WBE), Minority Business Enterprise (MBE), and Historically Underutilized Business (HUB). Our credibility and strong reputation are affirmed as a Texas Workforce Commission (TWC) Eligible Training Provider, ACT© Career Solutions Provider, and through our National Partnerships and Employer Network with Industry Associations. Our vision is to become the world's premier company in learning for the workforce. To achieve this vision, our team must be passionate about serving the educational needs of people at all levels of the workforce.

## The Team

Play a vital role at edOpp as you utilize a thought-provoking coaching approach that inspires students to maximize their personal and professional potential. You'll be front and center in mentoring adults in their professional learning and growth. We are currently seeking a **Career Coach** who can provide students with learning and career support to ensure they are equipped for future success.



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

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.

## The Opportunity

**You:** You're a dynamic and innovative individual who can build an alliance and connection between all partners involved in serving students, including the edOpp CORE team, Learning Facilitators, client/community organizations, employers, and staffing agencies. You're supportive and can work one on one with an array of students to create personalized career plans. You believe in the importance of helping students achieve their future career aspirations.

**Your purpose:** To assist students in acquiring information, knowledge, and competencies that enhance individual career development. Serving as the liaison of our Career Connect initiative to provide career training, resume writing, interviewing, and job search skills. Plus, ensuring that students have opportunities to connect with employers and staffing agencies to explore professional employment.

### Your work:

- Deliver personal, one-hour discovery sessions for a better understanding of the specific career needs and wants of the students
- Identify each student's ambitions, career challenges, and key opportunities for advancement
- Assist students in writing, editing, and/or maintaining a resume that properly reflects their skillsets and capabilities
- Educate students about the different job boards and how to find the job opportunities that best fit their experience
- Conduct presentations on interviewing etiquette, how to maintain confidence during the interview, and preparation before the interview
- Explain the importance of networking and promote different methods that the student can use to network effectively
- Administer career assignments that are tailored to meet the needs of each student
- Build a professional relationship with students to provide receptive feedback
- Ensure that the sessions remain confidential and productive to the student's career development
- Keep all coaching records and reports safe and secure during the coaching process
- Submit weekly attendance from coaching sessions and career workshops
- Depending upon expertise, at times, may provide academic/tutoring support in one-to-one or small group sessions for students in workforce development programs
- Maintain updated awareness of developments in your subject matter area
- Continually improves the quality of coaching sessions by researching and utilizing innovative methodologies, techniques, and delivery methods
- Attends meetings, training, and orientations as required



# Talent Management



- Performs other related duties as assigned

## Experience

3-5 years of career coaching or academic advising experience.

Experience working in higher education or college/university career service setting 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.

## Knowledge, Skills, and Abilities

- Knowledgeable of Dropbox and Google Apps, such as Google Forms
- Experience in conducting coaching sessions in an online setting using applications such as Zoom, Microsoft Teams, Adobe Connect, D2L Brightspace, and WebEx
- Proficient in MS Office applications specifically Word, Excel, and PowerPoint, knowledgeable of Dropbox and Google Apps such as Google Forms and Drive
- Integrates current career trends and research into the coaching process
- Frequently communicates with students who have inquiries related to their career training program
- Creative self-starter who is comfortable with both taking initiative and working in collaboration
- Requires the application of effective written and oral communication skills to effectively create and facilitate career workshops and career-related materials
- Motivation skills to optimize career coaching sessions for individual and group settings
- Excellent interpersonal and presentational skills to communicate and engage with diverse audiences
- Responds effectively to changes in schedules and company processes
- Ability to provide a safe, positive, non-judgmental, and objective coaching environment
- Ability to meet deadlines for reports and other required paperwork
- Ability to work a flexible schedule
- Ability to work with students of varying stages of career development
- Since this is an independent contractor position based on project needs, the candidate must have the ability to remit a record of project hours completed each week.

## 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



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# Talent Management



in this position, you must be able to:

- Remote work is a work arrangement in which some, or all, of the work, is performed from home or another off-site location
- Provide his/her equipment (i.e. computer/laptop, printer, etc.)
- Must be willing to work a flexible schedule including day, evening, and/or weekend hours to accommodate various class schedules
- Work in a sitting position for long periods (up to 6 hours) on a computer
- Ability to lift the phone, hold it, and listen to it for extended periods
- Constantly operates office activities working in a home-based worksite (e.g., filing, keyboarding, computer research, reading, and writing). Such activities may also include the use of office equipment (e.g., telephone, computer, scanner, printer, desk, cloud storage).

## 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.



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