



Talent Management



Team Opportunity

Job Title: Leadership Coach
Status: Independent Contractor (as needed)
Reports To: WPL Learning Coordinator
Location: US-Nationwide
Closing Date: 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, 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 the Port of Houston Authority.

The Team

Play a vital role at edOpp as you demonstrate to our client partners why edOpp is an innovative industry leader in workplace learning and business strategy. Join our team of coaches passionate about supporting executive or senior leaders' growth and identify an action plan to strengthen and enhance their capabilities. We are currently seeking a **Leadership Coach** who can foster the edOpp transformational coaching experience aligned with our company's purpose, philosophy, and learning methodology.

The Opportunity

You: Experienced leader who is excited to lead, mentor, and shape the development of leaders and have a direct impact on their long-term success. Your impact creates better leaders that deliver better results by optimizing decision making, refining their instincts, and addressing the common struggles and complex challenges they face on the path to personal and professional excellence. You bring a blend of demonstrated leadership development experience, strong communication and influencing skills, and an ability to think strategically. As a Leadership Coach, you will support people to help them move forward and explore the future they wish to create for themselves, their team, and the organization.



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Your purpose: As the need arises, our client partners will count on you to provide a thought-provoking and creative process that inspires coachees to maximize their personal and professional potential. As a coach, you will also foster a positive environment in one-on-one or group coaching sessions.

Your work:

- Partner with client partner stakeholders to ensure coachees achieve high-leverage results, aligned to specific organizational and goals
- Deliver personal or group 1-2-hour coaching sessions twice per month virtual or onsite at client locations with each executive or senior leader
- Focus will be on building exceptional relationships with coachees and client partner
- Maintain frequent and consistent virtual communication by conducting brief check-in calls and emails throughout the month to assess coachees' progress and hurdles and provide immediate feedback
- Ability to coach all levels of managers and leaders on how to improve their effectiveness and impact
- Develop a non-judgmental, objective, and mutually respectful relationship with each coachee throughout the coaching process
- Coach participants using active listening skills, questioning techniques, and empathy
- Identify each coachee's ambitions, team challenges, and key opportunities
- Guide coachees in the development of skills and strategies to navigate personal, professional, and/or organizational challenges
- Encourages coachees 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 and/or assessments that are tailored to meet the needs of the coachee
- Assist coachees in the creation of tailored leadership development and performance improvement plans
- Research the most current leadership and organizational practices to anticipate future areas or trends needing to be addressed and make recommendations
- 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 the coaching period
- Collaborate with each coachee to maintain coaching schedule and inform edOpp of any changes
- Attends meetings, training, and orientations with edOpp team as required
- Performs other related duties as assigned

Experience

8+ years of professional work experience in HR, Business, Leadership, Management in positions of increased responsibilities. Senior or Executive leadership experience preferred. Demonstrated coaching or business acumen preferred.



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Education

Bachelor's degree or higher from a regionally accredited institution is required. Additional certification(s) in the subject matter area or industry assessment(s) preferred. Masters or doctoral degree is 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. Virtual meeting software such as Zoom, Microsoft Teams, or WebEx applications
- 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, building trust in a limited time, and engaging 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 (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



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- Must be willing to work a flexible schedule including day and/or evening to accommodate various class schedules
- Must have a valid driver's license and reliable transportation for frequent travel to and from client locations locally or regionally.

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 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 status.



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