



CAREER OPPORTUNITY

Job Title: Training and Financial Wellness Coach
Status: Hourly/Non-Exempt; Temporary (minimum 3 month assignment); Full-time
Reports To: Director of Adult Education and Training
Location: 1834 Emerson Ave N, Mpls, MN 55411

ABOUT EMERGE

Our mission is to reveal the potential in people and communities through skill building, employment and economic opportunity. We envision a world where all people have an opportunity to EMERGE and thrive. At EMERGE, we are committed to revealing the potential in people and giving them the tools they need to not only gain employment but also receive proper training to establish careers.

Position Summary

This position is responsible for providing temporary coaching and case management support for an existing caseload of individuals who have recently been released from incarceration or are on probation/parole through our LISC DOL Community Re-Entry grant. This position will be full-time for a minimum of 3 months. The Coach will assist participants as they work to reach their credentialed training, financial wellness, and employment goals. EMERGE staff seeks to build mutually respectful, outcomes-driven relationships with participants, staff, training partners, and other community stakeholders to promote the delivery of holistic services at EMERGE. Additionally, staff are responsible for completing thorough reporting and evaluation practices and other administrative tasks to ensure compliance with agency and funder guidelines.

General Responsibilities

Maintain a minimum of weekly contact with training participants, course instructors, and training staff to ensure educational objectives are being met, especially goals related to promoting economic mobility

Proactively identify barriers to training completion and assist participants in overcoming those barriers so that they can successfully reach their goals

Work diligently with participants to attain jobs within their training field including writing resumes and applying for jobs online

Directly contact employers to promote training graduates to fill job vacancies

Regularly communicate with third party training providers to ensure all program requirements are met

Provide relationship based individualized financial coaching services, assess participant's personal financial situation using financial assessments and a coaching model to assist participants in establishing and achieving financial goals such as budgeting, building credit, reducing debt, increasing net worth and net income

Conduct income support screenings and provide clients with access to government programs which may improve their financial situation including but not limited to food support, energy assistance, and medical insurance

Qualifications

Bachelor's Degree in human services, social work, or counseling field preferred, equivalent combination of education and related work experience may be considered in place of degree

2+ years of experience in career training, financial coaching, social work, and/or career coaching, including knowledge, skills, and abilities with case management

Experience providing coaching support to participants enrolled in credentialed training programs and working with multiple community and education partners preferred

Familiarity with workforce programming including employment, reentry post incarceration, career laddering, career credentialed training models, and financial coaching programs

Excellent verbal and written communication skills. Must be able to work respectfully and effectively with diverse cultures, groups and languages

Commitment to learning about technical aspects of various trades including Commercial Truck Driving

Ability to work a flexible schedule that may include occasional evening/weekend hours

Valid MN Drivers' License, access to reliable transportation, and ability to meet agency's driving requirements

How to Apply

Please send resumes and cover letters to:
humanresources@EMERGE-mn.org

Only qualified individuals being considered will be contacted for an interview.

EMERGE - Administrative Offices
1179 15th Ave SE, Minneapolis, MN 55414

www.EMERGE-mn.org

EMERGE is an Affirmative Action/Equal Opportunity Employer