



## JOB POSTING: CAREER COACH – Michigan Works! Southwest (Kalamazoo/St. Joseph Co.)

### POSITION SUMMARY

Michigan Works! Southwest is seeking a dedicated and skilled Career Coach to provide career and case management services to job seekers and program participants within its designated service area. As a Career Coach, you will aid individuals in learning the skills necessary to obtain permanent employment while also providing assistance with job search activities, employment and community service placement, training opportunities, and workshop facilitation. Career Coaches collaborate with other community agencies and partners to facilitate support services for job seekers as needed. Additional responsibilities include maintaining participant case files and completing required documentation in a timely and accurate manner.

While this in-office/on-site position is primarily based out of the Michigan Works! Southwest Service Center in Kalamazoo, MI, you will regularly be responsible for ensuring office coverage at the St. Joseph Co. Service Center located in Three Rivers, MI. In addition, occasional travel to ensure coverage at other worksite locations within the four-county service area is also required.

### POSITION REQUIREMENTS

- Bachelor's degree or a minimum of three years of relevant work experience.
- Experience in the employment field, non-profit sector, or with case management is preferred.
- Bilingual (English/Spanish) preferred.
- Proficiency in Microsoft Office products (Outlook, Word, Excel).
- Reliable transportation for travel within the four-county service area of Kalamazoo, Calhoun, Branch, and St. Joseph counties.

### WAGES & BENEFITS

This position offers a starting salary of \$40,000 annually, as well as a generous benefit package. The benefits offered include health, dental, and vision insurance, short-term extended medical leave, long-term disability, parental leave, and a retirement plan.

### WHO WE ARE

**Michigan Works! Southwest** strives to build connections between job seekers looking to grow their careers and employers seeking quality candidates with the necessary job skills. This is accomplished by staying abreast of employment trends and maintaining critical relationships with community partners to ensure connections are made between employers, educators, trainers, and employees. Learn more at our website: <https://www.michiganworkssouthwest.org/>

**Michigan Works! Southwest** is within the **Center for Workforce Innovation and Solutions**, a division of the **Upjohn Institute**, and is committed to pioneering best practices in workforce development through program development, operation, and evaluation, striving to ensure successful outcomes for job seekers, employers, and communities.

Since 1932, the **Upjohn Institute** has functioned as one of the world's leading independent, non-partisan, and non-profit labor economics research organizations, seeking to research the causes and effects of unemployment and to devise ways and means of alleviating hardships caused by unemployment.

All applicants and participants of the Michigan Works! Southwest Workforce Development Programs will be provided equal opportunity to participate in and benefit from all programs, activities, and services without regard to race, color, religion, national origin, age, sex, height, weight, marital status, disability, arrest record, or political affiliation or belief, or citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or other non-merit factors.

The Upjohn Institute is an Equal Opportunity Employer and as such, is committed to achieve a goal of equality in the treatment of employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, marital status, age height, weight, national origin, veteran or disability status in hiring, promotion, training and development, compensation, transfer, termination, disciplinary action, and all other personnel actions and Institute related functions and activities.

#### HOW TO APPLY

Submit your resume and letter of interest to [hr@upjohn.org](mailto:hr@upjohn.org).