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

POSITION SUMMARY

The W.E. Upjohn Institute for Employment Research and Michigan Works! Southwest are seeking a skilled Career Coach to provide career and case management services to job seekers and program participants in its designated service area. In this role, you will help individuals develop the skills needed to secure permanent employment while assisting with job search activities, connecting them to employment and community service placements and training opportunities, and facilitating workshops. Career Coaches also collaborate with community agencies to coordinate support services for job seekers as needed. Additional responsibilities include maintaining participant case files and completing required documentation accurately and on time.

This in-office/on-site position is based primarily at the Michigan Works! Southwest St. Joseph County Service Center in Three Rivers, MI. The role also requires regular travel to provide office coverage in Kalamazoo County and occasional travel to other locations within the four-county service area.

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 regular travel within the four-county service area of Michigan Works! Southwest – Branch, Calhoun, Kalamazoo, and St. Joseph.

WAGES & BENEFITS

This position offers a salary of $42,000 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.