

CAREER COACH

W.E. UPJOHN INSTITUTE FOR EMPLOYMENT RESEARCH CENTER FOR WORKFORCE INOVATION AND SOLUTIONS MICHIGAN WORKS! SOUTHWEST

Position Summary

The Center for Workforce Innovation and Solutions, a division of the Upjohn Institute is seeking an enthusiastic and dedicated Career Coach to support Michigan Works! Southwest program participants. Career Coaches assist participants in preparing for and obtaining permanent employment opportunities by learning both hard and soft workplace skills. Responsibilities include case management and assisting participants with job search activities, community service placement and training opportunities. Career coaches work with community partner agencies to fully support participant needs and provide workshop facilitation as needed.

Position Requirements

A minimum of one year of experience working within workforce or community development required. Associates degree preferred. Experience in case management, coaching, file management, and employment placement preferred. Experience working with diverse populations preferred. Bi-lingual (English/Spanish) preferred. Excellent interpersonal and communication skills required. Must be able to organize, manage time, prioritize, and maintain confidentiality. Strong Microsoft Office software skills required. Reliable transportation required for regular travel between Kalamazoo and Battle Creek, as well as occasional travel to the surrounding counties. This position works primarily in-person with limited remote work options.

About the Center for Workforce Innovation and Solutions

The Center for Workforce Innovation and Solutions, a division of the Upjohn Institute, 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.

Michigan Works! Southwest, within the Center for Workforce Innovation and Solutions, strives to build connections between job seekers looking to grow their careers and employers seeking quality candidates with the necessary job skills. Michigan Works! Southwest stays abreast of employment trends and maintains critical relationships with community partners to ensure connections are made between employers, educators, trainers, and employees.

Michigan Works! Southwest serves Branch, Calhoun, Kalamazoo and St. Joseph counties in southwest Michigan, and has a deep understanding of existing and growing industries, training and education opportunities, and the current status of the local workforce, resulting in maximum impact in the communities served.

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.

About the W.E. Upjohn Institute for Employment Research

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. The Institute also houses the administrative arm of the local workforce development programs.

The Upjohn Institute is an Equal Opportunity Employer and as such, is committed to affirmative action steps to help 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.

This position offers a starting salary of \$40,000 and a generous benefit package.

Application Instructions

Submit resume and letter of interest including to hr@upjohn.org.