

CAREER COACH

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

Position Summary

The Center for Workforce Innovation and Solutions, a division of the Upjohn Institute, is seeking experienced professionals as Career Coaches to support Michigan Works! Southwest customers. Career Coaches provide career and case management services for job seeker customers across the four-county service area, Kalamazoo, Calhoun, St. Joseph, and Branch. Responsibilities include case management and assisting job seekers in learning both soft and hard skills to obtain permanent long-term employment. Duties include assisting job seekers in search activities, employment and community service placement, and receiving training opportunities. The incumbent collaborates with other community agencies and partners, as appropriate, to facilitate support services as needed.

Position Requirements

One year of experience working within an employment or community development related field required. Associates degree preferred. Experience with Microsoft Office products (Outlook, Word, Excel) required. Excellent communication skills required. Must be able to work effectively with diverse populations. Must have reliable transportation and be willing to travel weekly between sites to support program and customer needs.

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 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 - \$45,000 based on experience, as well as a generous benefit package.

Application Instructions

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