Position Summary

The Center for Workforce Innovation and Solutions, a division of the Upjohn Institute, is seeking an experienced Career Coach to support the Neighborhood Employment Hubs program. This program provides residents of the city of Battle Creek with guidance and support in seeking and achieving career goals. The position is responsible for providing direct client services in the areas of needs assessment, employment coaching, vocational education and training, employment preparation, and job placement. Additional responsibilities include completing and maintaining documentation in alignment with grant requirements and local policy.

Position Requirements

Bachelor's degree or three years of relevant work experience required. Bilingual (English/Spanish) preferred. Experience in employment, non-profit, or case management preferred. Proficiency in Microsoft Office products (Outlook, Word, Excel) is required. Must have reliable transportation and be willing to travel weekly, between sites, as coverage is needed.

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.

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.