



**Job Title:** Education and Career Coach  
**Program:** Productive Parents  
**Reports to:** Productive Parents Programs Coordinator  
**Type of Position:** Full-time (40 hours)  
**Location:** Round Lake Park and North Chicago

Founded in 2000, Mano a Mano is an immigrant-based community development organization whose mission to empower immigrant and underserved families of Lake County, Illinois to become full participants in American life by providing quality programs and services that educate and establish links to essential community resources. We implement this mission through our four programs: Healthy Families, Productive Parents, Successful Children, and Engaged Citizens. Our work is sustained by our respect for human dignity and our belief in the equality of all people. With locations in Round Lake Park and North Chicago, Mano a Mano serves approximately 4,500 immigrants annually from across Lake County and surrounding areas.

#### **THE POSITION:**

The Education and Career Coach is responsible for assisting community members in identifying professional goals, developing leadership skills, planning career moves, and identifying and applying for employment opportunities that match their interests. The Coach also supports community members in continuing their post-secondary education and transferring foreign credentials to the US education system. He/she works closely with other workforce development and education organizations in Lake and McHenry Counties to ensure comprehensive support for community members.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Recruits and builds relationships with community members
- Provides ongoing case management to ensure participants take advantage of all the services offered by the program and organization
- Helps participants identify professional interests and goals
- Assists participants in planning strategic career moves and developing leadership skills
- Helps to find new employment opportunities for participants
- Reviews participants resumes and cover letters and provides feedback
- Holds workshops and classes to support community members in their job search
- Considers clients' experience and education when recommending career paths
- Recommends additional education to clients to help them achieve their goals
- Assists participants with job search skills, making contact with prospective employers and completing job applications
- Builds and maintains relationships with representatives from other workforce development and educational institutions
- Collects, manages, and analyzes program data for program planning and grant reporting
- Motivates community members to set and work towards short and long term goals

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, must be fluent in English and Spanish (written and verbal), must demonstrate excellent people and communications skills, sensibility to people's needs, good understanding of immigrants' issues and of the adult basic education field; must be a team player, self-starter, and computer literate.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Mano a Mano Family Resource Center is an EEO employer who provides employment opportunities either salaried or volunteered regardless of sex, race, religion, national origin, age or disability. Mano a Mano, Family Resource Center has an affirmative policy to maintain the work place free of sexual harassment and intimidation.

To apply for this position, please email the following documents to **Carla Rosales**, [croales@mamfrc.org](mailto:croales@mamfrc.org): updated resume and cover letter.