



Position Description

AmeriCorps Member Service Description

Position: [Bilingual Post-Program Coach Assistant, AmeriCorps](#)

Learn more and apply here: <https://www.jvs-boston.org/jvs-ameri-corps-members/>

Hours: Monday to Friday, 9am-5pm

Supervised by: Post-Program Coach

Host Site Overview:

Agency Overview

Jewish Vocational Service (JVS) is a non-profit, non-sectarian agency that is one of the largest providers of workforce development services in Greater Boston. Our mission is to:

- Empower individuals from diverse communities to overcome barriers to employment and begin building careers.
- Establish partnerships with employers to hire and train productive workforces.

Program Overview

JVS's Post-Program Services is a new team at JVS focused on providing longer term career advancement support to clients who have completed a previous JVS program and who have identified additional career goals that they would like support with. While the traditional workforce development model focuses on providing one intervention for each client, we have learned that providing continued support with career advancement after the first job placement leads to large wage gains, economic mobility, and overall job satisfaction. Our team will serve the immigrant community, with a goal of connecting our participants with relevant training, education, and employment opportunities that would allow for career growth.

Position Summary:

The Post-Program Career Coach Assistant is responsible for providing case management, career counseling, training assistance to designated low income, refugee and immigrant participants in Post-Program Coaching Program. This role works collaboratively with the Post-Program Coaching staff to identify participants' barriers to employment and address them, with the goal of creating opportunities for individuals that will lead to successful job placement, retention and career advancement. This individual will gain knowledge on how to support clients in identifying, working towards, and achieving their career aspirations, with a goal to not only help clients achieve financial security, but to support them in building long lasting and fulfilling careers.

Essential Functions:

- Assists participants, primarily Spanish speakers, in initial goal setting (both short- and long-term), career planning and educational services leading to job placement, skills upgrades and career advancement.
- Outreaches to former JVS English for Advancement and Caring for Our Seniors participants to inform them of their eligibility for continued career support via Post-Program Services.
- Works to connect clients facing barriers to employment with stabilizing resources (i.e. transportation, housing, public benefits such as TANF/TAFDC and SNAP) that may support participants' progress towards achieving employment and self-sufficiency goals.



- Utilizes technology platforms including Linked-In, WhatsApp, etc. to support with networking and community building for clients.
- Helps to facilitate communication between Spanish-speaking clients and non-Spanish speaking coaches.
- Assists program participants in individual or group settings in job search-related activities; provides job readiness and vocational training as needed.
- Escorts participants to job interviews and facilitate interview and hiring process, as needed.
- Documents clear, accurate, up-to-date data and client case notes in electronic database and hard-copy files.
- Works collaboratively with JVS Career Coaches, instructors, and volunteers/interns to ensure performance goals and client needs are met.
- Performs other related duties as assigned.

Additional Functions:

- Attends and actively participates in supervision, staff meetings, team-based projects, and interagency initiatives.
- Actively participates in interagency planning to ensure participants' needs are being effectively addressed.
- Performs other related duties as assigned.

Preferred Requirements:

- Spanish language skills required
- Related experience is welcome, but training will be provided.
- Interest in working with people of various linguistic, cultural, religious, ethnic and national backgrounds.
- Commitment to learning techniques for providing effective services to support job outcomes refugees and immigrants.
- Ability to work in dynamic and often changing work environment.
- Ability to work as part of a team with staff and other volunteers/interns.
- Excellent communication and organizational skills.
- Attention to detail.

Location: 75 Federal Street, 3rd floor, Boston, MA 02110

JVS is operating a hybrid model, offering services to participants both in-person and remotely. AmeriCorps members should be available to work in-person at JVS' main office as well as remotely, as the position requires. AmeriCorps members are expected to adhere to JVS policies pertaining to COVID-19.

JVS Culture: JVS is strongly committed to diversity and a workplace environment that respects, appreciates and values employee differences and similarities. By providing and supporting a work culture that fosters and builds upon diversity and its strengths, JVS will better serve our local communities and continue to provide quality services.