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Eastern Indiana Workforce Development Board
Providing WorkOne Leadership to Eastern Indiana
Blackford, Delaware, Fayette, Henry, Jay, Randolph, Rush, Union and Wayne Counties

JOB DESCRIPTION

Career Coach

Alliance for Strategic Growth, Inc. (ASG, Inc.): ASG, Inc.(d/b/a Eastern Indiana Works) convenes regional employers and partners to design and implement exceptional initiatives that meet workforce demands and contribute to the sustainable prosperity of Eastern Indiana (Economic Growth Region 6).

POSITION OVERVIEW

- Plan, organize, monitor, implement, and guide the career coaching initiative for students throughout Eastern Indiana Works' 9-county region.
- Positively represent Eastern Indiana Works within school corporations across the region to support students on the multi-year journey from “learner” to “earner”
- Provide students with meaningful navigation to post-secondary and career pathways.

SCOPE OF RESPONSIBILITY

Provides support to Eastern Indiana Works in the following areas:

- Support the post- secondary planning and transition of youth into high quality career pathways.
- Assist students with examining their capacities, capabilities, and interests across the following foundational elements:
Self Awareness, Financial Literacy, Career Exploration, Career Engagement, Career through Academics, Career Mastery, Post-Secondary Planning, Career Experience, and Work-Ready Skills.
- Work collaboratively and maintain open communication with internal personnel, school corporations, employers, partners, and other organizations.
- Maintain accurate records of services provided to youth.

QUALIFICATIONS

- Strong problem-solving abilities.
- Demonstrated ability to make decisions in a manner that reflects the corporate mission.
- Strong communication and presentation skills.
- Ability to multi-task and execute multiple projects to meet deadlines.
- Exceptional integrity.
- Ability to adapt well to workplace and scheduling changes.
- Exceptional attention to detail.
- Ability to maintain confidentiality of corporate and employer data/strategy.
- 4-year degree from a regionally accredited institution preferred. Combination of education and verifiable, pertinent employment history considered.

ASG, Inc. (d/b/a Eastern Indiana Works)

POSITION TYPE: Full-time

LOCATIONS: Corporate Office location is in Muncie, IN. School Partners include: Blue River Valley; Centerville; Franklin County; Nettlecreek/Hagerstown; Shelbyville Central; Shenandoah; South Madison; Union School Corp; Western Wayne; & Randolph Central

REQUIRED BEFORE HIRING: Criminal and Driving Records Check, Drug Screen

COMPENSATION: Position based on a school calendar year; budgeted for 1,600 hours/school year

HOURS OF WORK: Minimum of 40 hours. May occasionally require more than 40 hours per week.

WORK PARAMETERS: Office Space and equipment will be provided by school partners.

WORK EVALUATION: This position is project based and depends on funded projects

REPORTS TO: Career Coaching Manager

DIRECT REPORTS: None

INTERACTS WITH: School Corporations, Students, Employers, Customers/Clients, IN DWD, Service Providers, General Public.

TRAVEL: Regular. Requires an Indiana Driver's License, an unblemished driving record, and an insured, safe personal owned vehicle. Occasional trips outside the region for training/conferences. May require air travel.

REIMBURSEMENTS: Mileage reimbursement established by the IRS. Timely submission of corporate reimbursement documents is required.

The above statements are intended to describe the general nature of work performed by the employees assigned to this job. All employees must comply with Company policies and applicable laws. The responsibilities, duties and qualifications required of personnel so classified may vary. A criminal record check and drug screen will be required prior to hiring. Random drug screens may be required by employer. ASG, Inc. is an equal opportunity employer.