Position Title: Community Coach
Work Location: Jersey City, NJ

The Jersey City Employment and Training Programs’ mission is to connect people, businesses, and reputable hard skill training partners while advancing self-sufficiency. We accomplish our mission by being financially sound, performance driven, value-based, well-versed, and dedicated to organizational development and quality stakeholder relationships. We will have a skilled and diverse team of experts focused on coaching and developing our members to maintain a high quality of life sustainable over changing economic conditions.

Position Summary:

6 Month temp outreach position.

Key Responsibilities:

- Must be able to convey/explain the JCETP programs, Services and the ways we are implementing programming through a workforce lens
- Engage residents of Jersey City and surrounding areas to become JCETP members and re-engagement of members through a variety of field work methods including, video group presentations, in-building and community flyering, social media and tabling at community events.
- Community coach spends 75 % of time in the field while social distancing, using personal protective equipment and other safe guards while in public.
- Create new and engaging outreach methods to ensure monthly goals and metrics around new membership are met
- Attend neighborhood/community and virtual events to enhance outreach efforts
- Track and report new member engagement
- Track all outreach activities via database
- Provide reports on activities as requested
- Engage new membership in orientation of the program
- Capture outreach, community, program and member highlights through video and photographic imaging
Requirements and Qualification:

Job Requirements:

- Must be a team player with a positive attitude.
- Must be a people person.
- Must be passionate about marketing – and winning new customers.
- Must be hungry to create marketing campaigns that drive business growth.
- Must have a desire to be the best at what you do and to market yourself accordingly.

Qualifications

- 6 months outreach and/or customer service experience.
- Advanced Computer skills
- High School Diploma required. Coursework in digital communications

NON DISCRIMINATION AND AFFIRMATIVE ACTION

The Jersey City Employment and Training Program is an Equal Employment Opportunity Employer. We welcome people of all cultures, backgrounds, and experiences into our team. We encourage people of color, women, members of the LGBTQ community, as well as people with disabilities to apply!

The Jersey City Employment and Training Program is an equal opportunity employer and does not discriminate against current or prospective employees based on race, color, religious creed, national origin, ancestry, sex, gender identity, age, criminal record (inquiries only), handicap (disability), mental illness, sexual orientation, genetics, active military, or any other protected class in accordance with applicable federal and state laws.

Job Type: Part-time