**Work Ready Employment & Job Coach**

The Youth & Family Services Work Ready Program teaches the necessary skills and provides support to strengthen low-income families and improve their financial stability through work readiness activities and employment. The Employment and Job Coach role is responsible for identifying and developing meaningful partnership with businesses and employers and coaching participants to employment success using goal-directed strategies. This role will support the management of job fairs and participants’ remote work requirements.

**Job Duties and Responsibilities:**

* Use a variety of relationship-building, marketing, and communication techniques to market and represent the WRO program
* Initiate and manage ongoing contacts with a variety of business and industry representatives, as well as job placement/training agencies, to promote participant placement
* Engage employers and local education partners in the design and execution of training programs, as appropriate, to ensure participants are equipped with relevant, industry-required skills and certifications
* Conduct follow-up with both employers and participants after applicants are placed to ensure employer satisfaction, future partnership opportunities, and employee retention
* Organize outreach and recruitment activities, engaging with other team members to participate as needed
* Help program participants understand the concept of career ladders, utilizing current employment and training opportunities to increase their marketability, earnings, and job satisfaction
* Monitor local labor market trends and employment opportunities in both the public and private sectors
* Build a network of employers that understand the value of WRO services in supporting a range of business objectives for Oklahoma employers
* Report participant information, progress, and business and referral data

**Minimum Qualifications include:** Bachelor’s degree in business administration, marketing, or other related field preferred, at least three (3) years of experience in recruitment, outreach, or workforce development, and experience with outreach, sales, or job placement.

For questions, please email [HR@yfsok.org](mailto:HR@yfsok.org) or call Misty at 405-262-6555.