Are you ready to “Find Yourself Here”? At the top public library system in the Nation.

**CCPL** is currently seeking a Career Services Coach here in Northeast Ohio. The Career Services Coach will be joining an engaged staffed team that is eager to promote our mission of being at the center of community life by creating an environment where reading, lifelong learning and civic engagement thrive.

**We offer:**

- Competitive benefits
- Great pay
- Work life balance
- Top of the line programming
- Engaging wellness plan
- And so much more.

Review the summary of the job description below AND apply today: [6192694:Career Search](saashr.com)
GENERAL SUMMARY

Under limited supervision provides individual and group career coaching and job search assistance to a diverse group of job seeking adults. Assist job seekers in developing job search/career plans based on aptitudes, interests, knowledge, and personality. Connect job seekers to employment and career development resources and training opportunities. Encourage, empower and educate job seekers in becoming qualified for in-demand living wage occupations.

JOB REQUIREMENTS

Specific Knowledge, Skills, and Abilities required include:

- Knowledge of principles and concepts of career coaching and workforce development trends.
- Knowledge of career educational and employment resources.
- Knowledge of economic and educational issues affecting employment.
- Ability to communicate effectively both orally and in writing.
- Ability to demonstrate proficient use of personal computer software or systems applicable to the essential functions of the job, which may include (but not be limited to) email/calendar software, internet/intranet browsers, word processing, spreadsheets, database software, and various systems or software used by CCPL.
- Ability to coach adults regarding job search, career, education and training planning.
- Ability to apply sound judgment, resolve problems, and make effective decisions.
- Ability to understand the difference between confidential and sensitive information and to handle each appropriately.

ESSENTIAL JOB FUNCTIONS

- Complies with Cuyahoga County Public Library’s policies, rules, guidelines, procedures, requirements, standards, and practices applicable to the job, including (but not limited to) work scheduling and attendance, customer service, use of Library property, computer use, personal conduct, and confidentiality.
- Provides direct career, educational and referral services to a diverse group of job seeking adults through individual consultation, telephone and walk-in reference assistance.
- Creates and facilitates job search initiatives including programs and events.
- Studies current career, workforce development, job search, career counseling and economic issues, attends seminars and workshops for the purpose of enhancing professional development.
- Utilizes extensive Internet searching, electronic databases and standard electronic office communication equipment to collect and report everyday activities.
- Researches and recommends selected materials for career collection development and
assists with coordinating career development activities at other branch locations.

- Using career assessment tools, guide job seekers in identifying high demand jobs that match personal skills, interests and values while identifying educational and training gaps.

**Summary Minimum Education & Experience Required**

- Bachelor’s degree from an accredited college or university in counseling or related field.
- At least 1-2 years of experience as a job/career coach, employment specialist, or career advisor/counselor.

**OTHER TESTING/LICENSES REQUIRED**

- Certified Professional Career Coach preferred but not required.
- A criminal background check is required, and pre-employment drug screening.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

- Considerable time spent driving throughout Cuyahoga County from location to location.
- Occasional minor discomforts from near continuous use of computer terminal.
- Occasional stooping or bending. Occasional light to moderately heavy lifting, up to 50 lbs. may be required.
- No major sources of working conditions discomfort, i.e. standard work environment with possible minor inconveniences due to occasional noise, crowded working conditions, and/or minor heating, cooling or ventilation problems.