



**Position:** Career Strategist

**Reports to:** Director, Career Connections

**Position Summary:**

The Jewish Federation of Palm Beach County's Career Connections program provides job seekers and businesses in the Palm Beaches and Treasure Coast with free employment-related support services and resources. Deeply connected with the Jewish community of the Palm Beaches, Career Connections is on a mission to help those who are unemployed and underemployed obtain the resources they need for a successful job search.

The Jewish Federation of Palm Beach County's Career Connections program is growing and we are looking for a passionate and skilled individual to join us as a Career Strategist. The Career Strategist will review and update client resumes, provide one-on-one career coaching sessions, teach interview skills, and present career-related workshops and trainings. To be successful in this role, you will need to have a background in career services and the job search process.

**Essential Duties and Responsibilities:**

- Managing and prioritizing daily workload consisting of resume reviews and writing, career coaching sessions, workshop and training development, and team activities.
- Provide career advising expertise to clients regarding the job-search process, interviewing, resume writing, and all other facets of employment preparation.
- Review and assist clients in updating resumes.
- Keep records of coaching sessions and other client communications through our internal database.
- Create, develop, and present a variety of job search and career-related workshops and trainings.
- Build strategic connections with employers, area businesses, and agencies to encourage their use of Career Connections.
- Use contacts and other resources to seek appropriate connections for job seekers for informational interviews, job openings, and mentoring.
- Utilize placement and job development techniques to develop employment opportunities consistent with participants' interest and abilities.
- Collaborate with and support team members to provide the best service and resources for clients.
- Participate in weekly supervision meetings and reviews of intake appointments.
- Provide a high level of customer service to our clients, volunteers, and partners.
- Additional duties as assigned.

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned to the employee from time to time at the Federation's discretion. Employment is at-will and this job description is not an employment contract and nothing herein shall be deemed to create in any way whatsoever an employment contract.

**Qualifications and Success Factors:**

- Bachelor's degree required, graduate degree preferred in related area such as social work, counseling, career development, or human resources.
- 5 or more years of professional experience in career services with experience in coaching clients on career transition and handling change or relevant combination of education, training and experience required.
- Experience writing resumes.
- Experience coaching, advising, and counseling clients including providing constructive feedback.
- Excellent public speaking, presentation skills and written communication skills required.



- High emotional intelligence and an ability to empathize.
- Excellent problem-solving skills and fresh creativity.
- Strong knowledge of basic office computing, including MS Office (Word, Excel, Outlook, Teams and PowerPoint) and ability to adapt to organization's database and business automation software tools.

***The Jewish Federation of Palm Beach County is an Equal Opportunity Employer.***