



SOMERVILLE COMMUNITY CORPORATION

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## Somerville Community Corporation (SCC) – First Source Career Coach Job Advertisement

### **About Somerville Community Corporation (SCC):**

We are a membership organization that provides leadership for sustaining the City of Somerville as a vibrant, diverse, and tolerant community. We offer services and lead community organizing that supports low- and moderate-income Somerville residents in their efforts to achieve economic sustainability and increase civic participation. We are a small team with a big heart for helping those in our community.

### **Job Summary:**

The First Source Career Coach works with job seekers providing soft skills training and coaching from the job search through post placement. The Career Coach will work with the SCC team and community members to align program delivery with an evolving, shared vision. Success in this role requires a passion for helping others with the ability to provide encouragement.

### **A Day in the Life of the First Source Career Coach:**

- Coach participants to establish individual career plans and provide guidance.
- Facilitating direct job readiness training (e.g., resume writing, interview preparation, workplace communication, etc.) for job preparation, both individually and in workshops at SCC and at other community organizations.
- Recruitment and outreach to various audiences along career preparation continuum (jobseekers, trainers, employers).
- Assist in creating partnerships with organizations that align with First Source services.
- Community outreach to include meeting with local business owners and needed
- Works remotely in different areas of Somerville to allow greater access of our services to the community we serve.
- Participate in coalitions that help to advance the First Source Jobs Program's vision for economic opportunity.
- Foster and maintain communication and working relationships with management, employees, residents, vendors, contractors, lenders, city staff, and other partners.
- Maintains a professional, positive manner and appearance at all times.

### **Minimum Qualifications (Education, Experience, Skills, Abilities):**

- High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

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- Computer literate in social media, intermediate or advanced Microsoft Office suite, and standard database systems. Working knowledge of Salesforce is a plus.
- Ability to fluently speak, read, and write in English and Spanish required. Ability to speak additional languages welcome.
- Excellent verbal and written English communication skills.
- Strong interpersonal skills and commitment to a relational approach to building and reinforcing partnerships.
- Task-oriented with strong organizational and attention to detail skills.
- Self-directed and proven skill to work independently as well as part of a team.
- Strong analytical and problem-solving skills.
- Ability to make appropriate judgment and decisions.
- Demonstrated skill in managing multiple projects to drive results.
- Works efficiently in a fast-paced and team-oriented environment.

**Certificates, Licenses, Registrations:**

- None

**Location:** Onsite

**Duration:** Full time

**Hours:** Monday – Friday, 8:30am 4:30 pm or 9:00am -5:00pm some evenings and weekends may be required occasionally.

**Salary Range:** \$50,000 Based on experience & qualifications.

**Resume Submissions:** Walk In cover letter and resume accepted at 337 Somerville Avenue, 2nd Fl. Somerville, MA 02143 or send Resume to: Renee Taylor at [rtaylor@somervillecdc.org](mailto:rtaylor@somervillecdc.org).