

Coach Your Community Members as they Advance their Careers

OVERVIEW:

- Do you want to help change the lives of underserved Americans in your community? There are 100M+ American adults who do not have Bachelor's degrees, many of whom are stuck in low-wage work that does not offer upward mobility
- Level Up America is a new non-profit program focused on building a pathway from low-wage work into upwardly mobile careers. We do this by 1) partnering with employers, 2) operating learning programs aligned to employer needs that combine online learning + wraparound support, and 3) serving Americans without college degrees through our programs
- We are launching a small pilot program in the D.C. area in order to test and improve our model, and need talented, part-time coaches to support our learners by motivating them, helping them work through obstacles, and teaching them professional skills as they go through online coursework for digital careers

COMMITMENT:

- 5-15 hours per week (can select commitment level based on your availability)
- Approximately April through June (10 weeks). Qualified candidates will be considered for a full-time role thereafter

ROLE RESPONSIBILITIES:

- Coaching Learners
 - Meeting with learners 1-on-1 to understand their goals and help them reach them
 - Example activities: Reviewing and editing their resumes, building study schedules to ensure they complete their online courses, motivating them by discussing their strengths, overcoming obstacles and celebrating their progress
 - Meeting with learners in small groups to teach professional skills and facilitate peer learning
 - Example activities: Leading session on professional communication, facilitating learners to answer each other's questions on the online course material, facilitating group goal-setting, facilitating Q&A sessions with professional mentors from digital career fields
 - Monitoring learners' progress in online courses through an online portal and proactively reaching out to offer support when learners are struggling
- Building Level Up
 - As this is a pilot program, we are looking for individuals to provide honest and thoughtful feedback to help shape our program. We want to build the best education-to-employment program in the country and we have ambitious near-term goals. Later this year, we will launch two sites reaching 500+ people, and in four years, we will reach 100,000+ learners annually. As such, we may ask you to:
 - Document and share insights regarding learners' progress and challenges

- Speak with our team regularly to provide feedback, insights, and ideas
- Complete surveys and participate in focus groups

WHO YOU ARE:

- Experience and Skills
 - 1+ years of work experience in career coaching, tutoring, education, counseling, youth development, non-profits, or other mission-driven work
 - Ability to build trust & connections with others through listening and empathizing
 - Strong knowledge of professional skills such as resume & cover letter writing, interviewing, communicating professionally, etc.
- Personality and Work Ethic
 - Empathetic and committed to improving the lives of our learners
 - Organized, responsible, and able to manage your own schedule
 - Eager to help build this new education-to-employment program
- Other
 - Living within 50 miles of D.C., with access to reliable transportation
 - Fluent in written and spoken English
 - Legally authorized to work in the US

COMPENSATION:

- \$1500 for 10 weeks if working 5-7 hours per week
- \$3000 for 10 weeks if working 10-15 hours per week

INTERVIEW PROCESS:

- Resume and application submission
- Phone screen to share more about our program and the Coach role and to learn more about your interest
- In-person interview in downtown D.C. to learn more about how you would approach the coach role, including a coaching simulation
- Reference check with your current/previous employer and/or current/former students

TO APPLY:

- Please fill out this form: <https://goo.gl/forms/BBLECb7aKsfZ4obP2>

QUESTIONS:

- Please direct all questions to coaches@levelupamerica.org

ONE MORE THING:

- Diversity is integral to our success and we are proud to be an equal opportunity employer. We believe that diversity is key to having a truly inclusive workforce which includes underrepresented people in terms of race, gender, socioeconomic status, and any other characteristics protected by applicable law. We strongly encourage underrepresented people to apply