

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 approximately 2 million D.C. area adults who do not have Bachelor's degrees, many of whom are stuck in low-wage work that does not offer upward mobility
- [Merit 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 growing our program in the D.C. area and need talented 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

ROLE RESPONSIBILITIES:

- Coaching Learners
 - Meeting with learners 1-on-1 to understand their goals and help them reach them
 - Example activities: Building study schedules to ensure they complete their online courses, motivating them by discussing their strengths, reviewing and editing their resumes, simulating job interviews, overcoming obstacles and celebrating their progress
 - Meeting with learners in small groups to teach professional skills and facilitate peer learning
 - Example activities: Facilitating exercises on interviewing, professional email writing, receiving feedback from managers, and other professional skills; facilitating learners to answer each other's questions on the online course material; facilitating group goal-setting; facilitating Q&A sessions with professional mentors
 - Monitoring learners' progress in online courses through an online portal and proactively reaching out to offer support when learners are struggling
- Building Merit America
 - As we are still a relatively young 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 the ambitious goal of reaching 100,000+ learners annually by 2022. As such, we may ask you to:
 - Document and share insights regarding learners' progress and challenges
 - 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
 - Able to step up and run autonomously in ambiguous situations
- Other
 - Living within 25 miles of D.C., with access to reliable transportation

- Fluent in written and spoken English
- Legally authorized to work in the US

COMMITMENT:

- Full-time
- Starting in early September 2018

COMPENSATION & BENEFITS:

- Competitive salary
- Bonus based on your performance and your learners' outcomes
- Comprehensive benefits including health insurance, dental insurance, life insurance, 403(b) retirement plan, and more

OTHER REASONS WE THINK THIS JOB ROCKS:

- You get to make a meaningful and direct impact on the lives of underserved members of your community
 - Learners from our first Washington D.C. cohort have said:
 - “My coach has helped me to learn so much more about myself. I feel that my coach is helping me grow and showing me through her success that I can succeed. She always has an answer to my questions or a resource to help me figure it out. If she doesn't, she'll go the extra mile to find one.”
 - “My coach has been very supportive and understanding. I know that if I ever need help outside of our regular meetings, my coach would be there.”
 - “My coach has helped me manage my goals, deadlines, and life in general.”
- We have a strong focus on your professional development and growth
 - You will have a site manager supporting you and meeting with you regularly to help you reach your professional development goals and to provide feedback based on their observations and learners' feedback
 - We will be bringing coaches together regularly for experience sharing sessions and social events - we want you to support each other and be a network for each other
- We care about creating a sustainable work-life experience for you
 - Between sessions, you will receive guaranteed time off
 - As we grow to other cities, you will have the option to move with us if you wish

INTERVIEW PROCESS:

- Resume and application submission
- Asynchronous video interview
- Video conference interview to learn more about you and how you would approach the coach role
- In-person interview in D.C., including a coaching simulation
- Reference check with your current/former employer and/or current/former students

TO APPLY: Please fill out the application [here](#)

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