

COMMONWEALTH CORPORATION
2 Oliver Street, 5th Floor
Boston, MA 02109

Position Title:	Coach; Competency Based Education Coaching Services
Reports To:	Sr. Program Manager, Competency Based Education Coaching Services
Grade/Level:	3, Professional
Salary Range:	\$50,000 - \$55,000

Who We Are: [Commonwealth Corporation](#) is a quasi-public workforce development agency that strengthens the skills of Massachusetts youth and adults by investing in innovative partnerships with industry, education and workforce organizations. Our primary goals are:

- To build regional industry training partnerships that prepare youth and unemployed workers for jobs in demand that lead to higher rates of employment;
- To upgrade the skills of workers to meet specific employer skill demands leading to more productive and competitive businesses, job growth, retention, upgrades and wage gains; and
- To increase the share of youth engaged in education and employment pathways preparing them for post-secondary education and careers.

What We Do: Commonwealth Corporation works with hundreds of Massachusetts companies, thousands of new and experienced workers, and thousands of youth and young adults each year. Among other activities, we:

- Manage state funds, given out through competitive grants. The funds support the development and delivery of education and training to help strengthen the skills of workers and those seeking work.
- Administer the Workforce Training Fund, a trust that awards \$20 million in incumbent worker training grants to companies annually;
- Administer YouthWorks, Massachusetts' subsidized youth employment program;
- Coordinate education and workforce activities for the state's juvenile justice system;
- Implement and sell Signal Success, our soft skills and employability curriculum;

Why We Are Looking to Grow: Our team, through a partnership with MassHealth's DSRIP Statewide Investment team and the Executive Office of Health and Human Services is managing a number of grant funded state-wide projects that aim to build the competence and confidence of the frontline healthcare workforce in order to improve the capacity of these workers to perform most effectively within team-based care models. We are looking to expand our team as we design a new state-wide coaching model that will help equip individual program participants (ACO and CP employees) with portable and stackable credentials that can help advance their careers and set them on the path to higher education.

Is This the Right Role for You: This job posting describes a full-time, professional position based in downtown Boston. Reporting to the Sr. Program Manager, Competency Based Education Coaching Services the Coach will work as part of the Sector team to deliver high-quality, high-touch coaching support services to participating front-line healthcare employees enrolled in an online certificate program at Southern New Hampshire University. In-state travel required.

Job Duties and Responsibilities Include:

1. Maintain a caseload of adult coachees who are enrolled in an on-line college certificate program via email, phone or in-person on a regular basis.
2. Provide individually tailored coaching around, but not limited to, academic success, career counseling, and general soft skills development. Assists coachees with setting goals, as well as identifying, planning for, and overcoming potential obstacles.
3. Build rapport and trust with coachees to support successful completion of certificate program.

4. Work with Sr. Program Manager of Competency Based Education to help organize information sessions for potential trainee participants to support recruitment efforts.
5. Track progress and maintain up to date data on program participants.
6. Assist Sr. Manager with coordinated out-reach and support including, but not limited to, digital communications, webinars, etc.
7. Assist Sr. Manager with creation of coaching materials based on the needs of individuals, including but not limited to:
 - Designing and delivering workshops- face to face as well as in a webinar format
 - Facilitating group activities promoting best practices in online learning, study skills, and next steps around academic and career pathways
 - Organizing peer study groups, etc.

The Coach will also:

1. Participate in meetings with CommCorp staff, partners in the workforce development system, project staff and others as requested.
2. Participate in working groups and other cross-departmental activities as assigned.

Desired Knowledge, Skills, and Abilities Include:

1. Student-centered and have a strong sense of responsibility for student success and approaches to student retention and support.
2. Proactive mindset and approach: able to work independently to meet deadlines, make data-informed decisions, coordinate multiple time-sensitive priorities, suggest practical improvements to existing processes, and exercise good judgment and ethical conduct.
3. Highly skilled in leveraging oral, written and interpersonal communication skills to build relationships with varied groups such as partners, service providers, and colleagues.
4. Familiarity with healthcare occupations and work environments.
5. Career counseling experience desired.
6. Experience working with diverse populations and posses a strong level of cultural competence. Bi-lingual candidates encouraged to apply.
7. Broad knowledge of web based and social media platforms for use with coaching and/or meetings.
8. Skilled in Microsoft Office and other database management tools.

Minimum Qualifications Required:

- Bachelor's Degree preferred, with additional relevant work experience required.
- 3-5 years of experience in a public, private or nonprofit setting such as: career center, counseling or coaching services, workforce development partnership, human resources, education and training program.
- Proficiency with Microsoft Office Suite (e.g. Excel, Outlook, PowerPoint, Word).
- Access to reliable transportation for in-state travel.
- Flexibility to be available during some scheduled early morning, early evening or weekend hours.

Commonwealth Corporation offers a generous and very competitive benefits packaging, including:

- 3 weeks accrued paid vacation per year
- 12 paid holidays & additional paid sick/personal time
- Health insurance (83% employer / 17% employee)
- HRA (Employer pays first 75% of deductible expenses)
- Dental insurance (80% employer / 20% employee)
- Vision Insurance
- Employer-funded pension plan of 13.2% of salary
- Voluntary employee retirement plan options
- Pre-tax parking and commuter benefits (debit card)
- Health & Dependent Care FSA's (debit card)
- Short-Term, Long-Term and AD&D Insurance
- Life Insurance up to \$250,000

To Apply:

Candidates who meet all the minimum qualifications may apply by sending a resume and cover letter to: HrApplicant@commcorp.org. Please put "Coach-DSRIP" in the subject line.

Application Deadline:

Applications will be reviewed on a rolling basis until the position is filled.

Commonwealth Corporation is an Equal Opportunity Employer