



Education and Career Coach Job Description

Are you passionate about making an impact on the lives of foster youth in Oakland? And growing your professional experience with transition-age youth by collaborating with a team committed to social justice? If so, Beyond Emancipation (B:E) is looking for you!

ABOUT B:E

B:E's mission is to support young people as they imagine and create their own life beyond foster care. Through B:E's innovative coaching model, youth discover their own potential, take responsibility for their own decisions, and plan their futures with the support of an adult who follows their lead. B:E provides a transformational environment for transition age youth, offering programs that include access to safe housing, educational supports, and coaching in the areas of life skills, health and wellness, and employment training.

B:E's core values are at the heart of everything we do, and we look for individuals who share our commitments:

- **YOUTH-CENTERED:** We put youth first.
- **EQUITY:** We are committed to leveling the playing field.
- **TRANSFORMATION:** We are agents of change.
- **COMMUNITY:** We are in this together.
- **CONTINUOUS LEARNING:** We strive for excellence.

POSITION OVERVIEW

The Education and Career Coach is a member of the Education and Career Development team. The goal of the Education and Career Development Division is to assist current and former foster and probation youth, including those who are disconnected from services and support, to persist and succeed in secondary and post-secondary education, and to secure and sustain satisfying, livable wage employment. The Education and Career Coach is responsible for coordination of the post-secondary education program, a college support program run in partnership with local colleges, and coaching/case management for all students involved in the program. The Education and Career Coach reports to the Education and Career Development Division Manager.

ESSENTIAL FUNCTIONS

Coaching / Case Management

- Provide individual and group coaching/case management services to an active caseload of current and former foster and probation youth. Coach program participants to develop and implement a plan to support their retention in vocational/trade programs, community college or 4-year university.
- Conduct regular meetings with program participants to support them to achieve their goals and to anticipate and problem-solve challenges.
- Advocate for and refer program participants to appropriate services and programs (housing, mental health, health, employment, tutoring, mentoring, etc.).
- Maintain progress notes and other records to document program participant status, progress and



outcomes.

- Track and report relevant data. Work with the Education and Career Development Division Manager to assess outcomes and inform program development.

Coordination / Collaboration

- Coordinate Education and Career program implementation with college partners
- Participate in cohort classes on campus and work with college staff to create a dynamic learning environment and to support students' positive participation.
- Create and coordinate workshops related to education and employment attainment.
- Manage Education and Career program recruitment, including outreach, application and interview process
- Actively build a dynamic learning community among program participants and with partners by planning and implementing Education and Career cohort events
- Coordinate the volunteer tutoring program and provide support to volunteer tutors
- Build relationships with college staff and other collaborative partners

QUALIFICATIONS

- 3 or more years' related experience.
- Bachelor's degree required.
- Personal and/or professional experience in child welfare and other systems that impact foster youth is a plus.
- Experience working with high school and post-secondary education institutions such as community colleges, CTE or vocational programs, and/or four-year universities.
- Experience working one-on-one with transition age youth or similar populations, especially youth from county dependency and probation systems; Experience in a college support program preferred.
- Teaching and/or group facilitation experience both virtually and in-person.
- Knowledge of workforce development and/or job readiness training.
- Commitment to strength-based and youth-centered services.
- Cultural humility.

COMPENSATION

This is a full time, non-exempt, salaried position. The starting salary range is \$55,000 - \$60,000. Benefits are generous, with 100% paid employee and 80% dependent medical care coverage. Dental coverage is 100% paid by B:E. Paid time off starts with 15 days of vacation (increasing over time), 12 days of sick leave, 4 wellness days, as well as 13 holidays. Voluntary vision, matched retirement (up to 3%), and pre-tax flexible spending accounts for medical and dependent care cost plans are also available.

HOW TO APPLY

To apply, please send a resume and a cover letter outlining your interest, qualifications, and how you learned of the position to the following email: hiring@beyondemancipation.org, with 'Education and Career Coach' in the subject line. We plan to move this hiring process along quickly so please submit your materials as soon as possible.

EQUAL OPPORTUNITY

To better serve youth, B:E strives to build and strengthen a diverse organization, where every staff member is



heard, valued, and supported to advance B:E's mission. B:E staff is majority people of color and many staff have lived experience in the foster care system. We are committed to living diversity, equity, inclusion, and belonging in our staffing, programming, and values. B:E is an equal opportunity employer, and we strongly encourage diverse candidates to apply.

HYBRID WORK ENVIRONMENT

B:E is committed to the safety, wellness, and health of our staff. We offer a flexible hybrid work environment where staff can decide with their manager the best schedule and location of work, based on their personal needs and their role within the organization. Some B:E staff work in-person almost every day, and some work from home almost every day. Most staff work in-person 2-3 days per week.

COVID-19 SAFETY

B:E is committed to keeping staff and youth safe and promoting the health of our community. B:E complies with the county, state, and federal COVID-19 guidelines and policies through our comprehensive COVID Prevention Plan.

