



Pathways Coach (Education/Career)

Job Description

About Beyond Emancipation

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 Pathways Coach (Education and Career) is a member of the Pathways Program team. The goal of this team is to assist current and former foster youth/young adults, particularly those who are disconnected from services and support, in navigating the local workforce, securing satisfying livable wage employment, enrolling in an accredited post-secondary education or vocational training program, and setting short- and long-term goals that support future stability. The Pathways Coach is responsible for co-ordination of post-secondary education and workforce development programming, on-going partnership coordination with local colleges and universities, on-going coordination with Alameda County Employment Office, and other local employment resource providers. Pathways Coaches work in close collaboration with the FYI (Foster Youth to Independence) program coordinators to provide maintenance coaching for participants enrolled in the FYI program.

Essential Duties & Job Responsibilities

Supportive Coaching and On-going Support (case management)

- Provide individual and group coaching/case management services to an active caseload of current and former foster youth, primarily youth receiving housing support services from B:E.
- Provide immediate support and resources for youth needing employment to secure and/or maintain housing.
- Coach program participants to develop and implement short-term goals and sustainable long-term plans to support their retention in vocational/trade programs, community college or 4-year university.

- Conduct regular meetings with program participants to support them with achieving their post-secondary goals and to anticipate and problem-solve challenges.
- Advocate for and refer program participants to appropriate services and programs (housing, mental health, health, tutoring, mentoring, etc.).

Community Supports, and Coordination of Resources

- Liaison with community partners to collaboratively work with the participants that need additional support.
- Work with B:E's Housing division to ensure that youth have access to relevant and necessary housing support services.
- 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
- Cultivate and maintain productive relationships with key staff at local colleges and with other collaborative partners

Other Administrative Duties

- Maintain progress notes and other records to document program participant status, progress and outcomes.
- Track and report relevant data. Work with Program Directors to assess outcomes and inform program development.
- Provide ongoing administrative support, such as filing, scanning and making copies of client documents, maintenance of physical and/or electronic files to ensure accurate case records and documentation.
- Compose letters, correspondence and outreach materials related to Education & Career programming.
- Support with intake processes and outreach activities
- Assist in collecting program data, reporting, compiling department statistics and any other supporting program evaluation activities.
- Facilitate group coaching and Workforce Development/Education workshops with participants.

While this description accounts for most of what an individual might encounter while performing the essential duties of this position, other related tasks and responsibilities may be assigned as needed.

Qualifications

- At least 2 years of experience working with youth and/or young adults who may have experienced trauma and a strong practice of culturally affirming healing-centered verbal and written communication.
- Understanding of the child welfare system and the resources available to foster youth with a demonstrated commitment to work with those systems.
- Ability to collaborate, coordinate and communicate with multiple service providers within a continuum of care, ensuring that needs are being met in the most efficient way possible.

- Experience working with high school and post-secondary education institutions such as community colleges, CTE or vocational programs, and/or four-year universities.
- Knowledge of workforce development and/or job readiness training.
- Ability to advocate and to persist through bureaucratic or other barriers on behalf of Youth and/or program goals.
- Familiarity with community resources in the Bay Area and beyond, including public benefits.
- Bachelor's Degree preferred, but not required with comparable experience.
- Experience developing training curriculum or coaching, particularly geared towards working with young people.
- Teaching and/or group facilitation experience both virtually and in-person.
- Bilingual in Spanish/English would be a bonus.
- Valid California Driver's License

Compensation

SALARY RANGE: \$29.32 - \$34.85 hourly (Full-Time/Non-Exempt)

- Benefits are generous, with 100% paid employee and 80% dependent medical care coverage; Dental Coverage is 100% employer paid
- 15 days of Vacation (increasing over time), 12 days of sick leave, two wellness weeks annually, and 14 paid holidays
- Voluntary vision, matched retirement (up to 3%), and pre-tax flexible spending accounts for medical and dependent care costs plans are also available.

How to Apply

To apply, please send a resume and a cover letter outlining your qualifications to the following email: HR@beyondemancipation.org.

Please write 'PATHWAYS COACH' in the subject line. We plan to move this hiring process along quickly so please submit your materials as soon as possible. This position will close on **Wednesday, February 12, 2025 at 5:00pm.**

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.