

**Job Title:**

Career Coach

Location:

Detroit, MI or remote

Term:

Full-time (with benefits) or part-time

Salary:

Commensurate with experience

About the role:

Are you a skilled career coach with experience working with under-represented students in higher education?

Are you passionate about supporting the next generation of leaders?

Do you want to help students find the right job after college?

If so, join us on our journey to economically empower *La Próxima Generación* (the next generation) of Hispanic youth.

We are the Michigan Hispanic Collaborative (MiHC), a nonprofit organization working to break the cycle of Hispanic poverty by accelerating their economic mobility through education and early career program support. Our La Próxima Generación program supports students over the course of ten years, from junior year in high school through college and early career during critical transitions in a Hispanic student's life. Upon college graduation, our goal is to have every MiHC Scholar placed in a stable, full-time job in their chosen career path, which will ultimately lead them to economic empowerment.

This role will be critical in building and launching the early career phase of our work. As a MiHC Career Coach, you will be a guide, a support, and an accountability partner for college juniors and seniors that will soon be starting their careers. You will meet with students one-on-one to understand their skills, experiences, and aspirations, providing guidance as students seek internships and full-time jobs. As students apply for jobs, you will review their resumes, cover letters, and LinkedIn profiles, helping them tell their story to prospective employers and build

their personal brand. You, along with mentors and volunteers, will lead workshops and special events on topics such as interviewing, professionalism, imposter syndrome, and more.

Critical to this role are partnerships – you will leverage partners to make sure students are supported from all sides. This includes collaboration with college career offices, employers, other MiHC staff, and more. You will encourage your students to use the resources around them, helping them find what they need and following up to make sure they've taken advantage of support systems. You will spend time with employers, understanding what their workforce needs are and making sure they know our student pipeline can meet them.

We are looking for a proven leader who is self-motivated, organized, and most importantly cares about the work we do and the students we serve. With your help, we will be one step closer to our goal of economically empowering Michigan's Hispanic community.

Skills & Qualifications:

- Passion for MiHC's mission, goals, and priorities.
- Experience working with diverse student populations and actively supporting their career success.
- Bachelor's degree in relevant field. Master's degree preferred.
- 3-5 years professional experience working in career development, career advising, workforce development, or a related field. Experience working in a college career office a plus.
- Ability to communicate with various stakeholders (students, parents, colleagues, leadership, college administrators, and employer partners) both verbally and in writing.
- Excellent organizational, problem-solving, and project management skills.
- Capacity to develop and maintain strong professional relationships across the organization and with external partners.
- Knowledge of career-focused tools including LinkedIn, resumes, and cover letters.
- Proficiency with Microsoft Office suite.
- Preferred but not required: fluency in Spanish.
- Valid driver's license.

To apply, please email mihc@mihc.org with a cover letter and resume.