



NAPA VALLEY
**EDUCATION
FOUNDATION**

Summer Job Coach
Job Description

The Job Coach will work with a team to develop, coordinate, and supervise mentor programs during summer 2021. The position encompasses two distinct areas of responsibility- employer relations and youth development.

Primary Responsibilities:

- Plan and conduct weekly soft skills workshops for mentor students
- Counsel and advise students in mentor program on appropriate work behaviors and expectations
- Initiate and build partnerships with employers to develop student opportunities for experiential endeavors locally
- Work collaboratively with staff and partnering agencies to create policy and procedures for ensuring the academic quality and integrity of mentorships
- Conduct site visits to evaluate appropriateness and relevance of workplace experiences for students
- Support staff to develop and monitor mentoring program job sites
- Provide leadership in the continued development and implementation of a viable internship/mentorship program
- Maintain database for purposes of tracking employer and student information

Qualifications / Requirements:

- Ability to provide direct classroom instruction to students regarding summer soft skills curriculum
- Must exhibit excellent oral and written communication skills.
- Must have superior interpersonal skills with a demonstrated commitment to cultural diversity.
- Must be a self-starter and possess strong analytical and problem-solving skills.
- Demonstrated ability to organize and work independently as a leader and as part of a team. Proficiency or knowledge of database programs.
- Bilingual preferred

Education and/or Experience:

- Bachelor's degree preferred
- Minimum of 3 years working with youth in some capacity
- Understanding of a wide range of student needs and differences

To apply: Please send a detailed Cover Letter & Resume to: jobs@nvef.org