



JOB ANNOUNCEMENT

Title: Coach

JOB SUMMARY:

Our vision at Circles is to help struggling individuals and families achieve financial stability. We believe that success, in any endeavor, is only possible when we have a community and resources that work together to help us reach our human potential. We believe in equipping families and individuals with the relationships, confidence, skills, and knowledge they need to be self-reliant. We're looking for a Circles Coach to help us be part of a community that drives these values and creates self-reliant families. Our Provo Circles Coach is responsible for connecting with clients and supporting them in achieving financial stability. As a coach you'll help them set achievable goals, increase their social capital, and access the community resources these individuals and families would need to increase their professional and life skills. As a Circles Coach you'll also guide and encourage those you work with throughout their success journey.

RESPONSIBILITIES:

Under the direction of the Program Manager performs the following tasks:

- Assist in recruiting, screening, interviewing, and matching Circle Leaders and Allies.
- Facilitate a 12-week education class for new Circle Leaders.
- Maintain regular contact with each Circle to ensure its health and functionality.
- Manage current knowledge of client resources including: social services available throughout the community and maintain relationships with key community leaders.
- Lead and further develop coaching practices amongst Circle Leaders and Allies.
- Help develop and facilitate Ally trainings.
- Manage reporting including: quarterly progress reports, data records, any reports requested by Circles Coordinator or CAS Executive Director. Utilize reporting to document needs and key achievements.
- Lead with a passion for Circles vision that promotes a positive work atmosphere while also attracting people to Circles.

BENEFITS

- Professional development and trainings offered around conflict management, coaching techniques, and accountability.



REQUIREMENTS

- Two years' experience in Human Services field
- Four-year degree in human service field with training in family development or case management
- Experience working with people of low-income
- Experience working in community organizing or community development
- Or combination of the above stated or similar education or experience (paid or unpaid)

This job description is not intended to be all-inclusive and employee will also perform other reasonably related duties as assigned by supervisory personnel.

QUALIFICATIONS:

- Graduation from high school or GED equivalent
- Good oral and written communication skills
- Ability to follow oral and written instructions
- Basic phone, computer and typing skills
- Reliable transportation required
- Basic knowledge/work experience in finance and housing
- Spanish speaking a plus

TO APPLY:

Complete Community Action's **entire job application packet** (Employment Application, General Questionnaire and Reference Release) found online at: <http://communityactionprovo.org/about-us/careers/>

Attach a resume (please use a PDF format if sending application by email).

Drop application packet off at Community Action Services and Food Bank (815 S.Freedom Blvd. Suite 100, Provo, UT) or email all required application documents to Kathy Givens at Kgivens@communityactionuc.org with the subject: Circles Coach Application [Your Name].

Persons interested in this position must complete and submit all parts of the Community Action job application packet and a resume. To be considered with the first round of applications, please submit your application by April 21, 2019.

"The journey out of poverty is possible alone, but probable together."

Community Action Services and Food Bank is an Equal Opportunity Employer