



Wellspring House, Inc.

Community College Resource Coach – Gloucester, MA

WHO WE ARE

Founded in 1981, Wellspring House Inc. is a leading non-profit organization with programs extending throughout the 20 cities and towns of Massachusetts' North Shore region. Our mission is to inspire families and adults to achieve employment and financial stability through stable housing, education, job training and career readiness.

Reports To: Director of Education and Career Pathways

FLSA Status: Non-exempt, Full-Time

Wages: Compensation Ranges = \$25.50 - \$28.00 an hour

Required Qualifications and Experience

- A minimum of 2 years of experience advising or coaching individuals facing financial vulnerability.
- Experience sourcing area resources for families, ideally on the North Shore or in Greater Boston.
- Ability to exercise discretion and maintain confidentiality.
- Ability to work collaboratively with community-based organizations and as a team member.
- Experience with record keeping and database entry.
- Associate's Degree in Human Services or related field.
- Bilingual English/Spanish preferred.
- North Shore Community College Alumni encouraged to apply.

Skills, Abilities and Competencies

- Superior organizational skills, while also possessing the flexibility, creativity, and empathy needed to motivate others and adapt to individual needs.
- A growth mindset and desire to continuously refine and improve practices and approaches.
- Excellent verbal communication skills with an ability to motivate and connect with others and present information in a clear manner.
- Highly collaborative and communicative, yet able to take initiative and be self-directed.
- Unwavering commitment to honoring and boosting the confidence, strength, agency and unique power within each person.
- Deep commitment to social justice, diversity, equity and inclusion.

Essential Duties and Responsibilities

Wellspring seeks to add an experienced Resource Coach to its Education and Career Pathways team. Wellspring's Resource Coach will provide holistic, customized support to reduce obstacles faced by a caseload of 20 North Shore Community College students to help them overcome tangible barriers that may threaten their ability to remain enrolled in the college. In partnership with an identified 'Navigator' colleague employed by the College, Wellspring's Resource Coach will assist students to be prepared for jobs in the behavioral health and/or human services field.

- Meet weekly or biweekly with North Shore Community College (NSCC) Navigator.
- Assess the housing, economic and family stability of each participant and their ability to continue forward towards employment and career goals.
- Identify specific tangible barriers threatening, coursework, attendance and academic progress.
- Provide individualized support and problem solving to students who are facing economic, transportation, and other barriers that may threaten their enrollment.
- Endorse the importance of career development, education and mobility for future living wages.
- Coach participants in principles of financial literacy.
- Work closely with NSCC Navigator to create strategically designed interventions that support the social and academic needs of each student.
- Support tangible planning for secure housing, transportation to work, addressing health care needs and additional logistical steps for successful employment.
- Support job readiness and new employment training with a direct focus on resume, interviewing and wage negotiation.
- Provide Mid-Year Progress Reports and Annual Outcomes Reports.
- Other Duties as assigned.

Location and Schedule: Wellspring's home office is located at 302 Essex Avenue in Gloucester, MA. The property is accessible by public transportation (MBTA commuter rail). North Shore Community College has two campuses including: 1 Ferncroft Road, Danvers, MA and 300 Broad Street, Lynn MA. This position is based out of Wellspring's Gloucester office, with the opportunity to work remotely one day per week. The Coach will likely have an onsite presence at NSCC campuses several times per month based on student schedules.

Send Initial Application with cover letter and resume to: jobs@wellspringhouse.org In the subject line, write your name and the position title. We will contact ONLY those individuals selected to continue in the search process. No phone calls please.

Wellspring is an Equal Opportunity Employer that is committed to creating an inclusive organization. `