City Gospel MISSION

ROLE DESCRIPTION

Role: Career Advocate (High School & Adults)

DEPARTMENT: The Employment Network, formerly JobsPlus, is a *ministry of City Gospel Mission that trains and supports people who are seeking employment. Our first priority is to help our program participants find employment and excel in their vocations.*

REPORTS TO: Vice President, Employment Network (EN)

CLASSIFICATION/ STATUS: Full-Time

LOCATION: Office -1805 Dalton Avenue, Cincinnati, OH, 45214 and Greater Cincinnati.

GENERAL STATEMENT OF DUTIES & RESPONSIBILITIES: Career Advocates help our program participants prepare to shine in the marketplace as they seek employment opportunities. These individuals teach and coach the EN curriculum through in-person classroom instruction, one-on-one coaching, small-group meetings, interactive workshops, career development seminars, and offsite training programs. This Career Advocate serves adult participants and leads EN's high school program in multiple Cincinnati-area high schools. This person helps students assess their interests, strengths, skills and so they can document their goals and develop individualized plans that will guide practical steps toward life after graduation. As a member of the EN team, the Career Advocate collaborates with colleagues at the Cincinnati and Middletown sites and executes programming as directed by the Vice President of EN. This person helps EN achieve more WINS. *(WINS is the methodology that City Gospel Mission uses to measure our impact on the head, heart, body and soul of participants.)*

MAJOR POSITION RESPONSIBILITIES:

1. Do the work of administration in a manner that is aligned with the ministry's core values of being: Godly, builders of meaningful Relationships, Compassionate and focused on Positive Transformation for Ourselves and Participants in our Programs.

2. Lead and coordinate the EN high school program in partnership with participating high schools. This includes teaching content, hosting workshops and connecting students/school with industry experts who may serve as guest speakers.

3. Maintain and develop contacts with school personnel, trade programs, referral agencies, community partners, and churches (*via telephone, email and other social media outlets.*)

4. Work with program participants to identify possible career/job paths that are compatible with the person's career objectives and needs.

5. Present EN training materials effectively, through engaging classroom instruction, small-group activities, and one-on-one coaching tailored to participants and students' needs, interests, and learning styles.

6. Provide assessment tools to enable participants and students to create aspirational career paths and then work with participants to build the needed skills, experience, knowledge, etc., to pursue the paths.

7. Maintain and develop contacts with existing and potential employers, staffing agencies, referral agencies, community centers, and churches (*via personal visits, telephone, email and other social media outlets.*)

As with all CGM staff, the person in this role will complete other work-related duties as assigned.

PERSONAL REQUIREMENTS:

1. Have the personal experience of receiving, by faith, Jesus Christ as Savior and Lord and be actively involved with a local church.
2. Have a passion to see men, women, and children come to know Jesus Christ as their personal Savior and Lord.
3. Have a personal fellowship with the Lord, which includes being involved with a local church, daily prayer and Bible study.
4. Agree with and sign the statement of faith and mission essentials of City Gospel Mission.
5. Have a personal conviction to serve people of all ethnicities with genuine care and equity.

PHYSICAL REQUIREMENTS:

1. The ability to move and function in an office environment. Manual dexterity is required. May require ascending/descending stairs, lifting or moving up to 25 pounds of office equipment or furnishings in a business setting.
2. The person in this position frequently communicates with executives, donors and staff who have questions. She/he must be able to verbally exchange accurate information in these situations.
3. Ability to soundly analyze information, ability to visually review written information, ability to listen and verbally communicate by phone.
4. Able to drive to the CGM locations around greater Cincinnati.

SKILLS AND EDUCATIONAL QUALIFICATIONS:

1. Associates degree requested. Bachelor's degree is preferred.
2. Must be experienced as a facilitator with willingness to abide by the policies and procedures of the clients that Employment Network serves.
3. Must be well versed with social media and online teaching platforms.
4. Must have excellent written/oral communication skills and positive interpersonal skills.
5. Creative, energetic, organized and punctual.
6. Must be proficient in Microsoft Office and data entry.
7. Must pass background, drug screen and motor vehicle screen.

Date Revised: 11/20/26 VP HR & VP EN