City Gospel MISSION

ROLE DESCRIPTION

Role: Career Advocate

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: Cincinnati & Middletown, OH

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. The career advocate works with participants in one-on-one training discussions and in small group meetings. The work is done in person and by video conferencing. Career Advocates work with both adult program participants and students, who are a part of our programming for high schoolers. He/she works as a team member with the rest of the EN Team who work at our sites in Cincinnati and Middletown. The career advocate will facilitate virtual and onsite workshops, interactive group discussions, career development seminars, and offsite training programs as directed by the Vice President. This person will help EN earn 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. Work with program participants to identify possible career/job paths that are compatible with the person's career objectives and needs.

3. Present EN training material effectively, using audio-visual aides to facilitate lessons.

4. 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.

5. 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.*)

6. Support the JobsPlus Administrative Assistant in making sure the office is properly supplied with items needed.

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 JobsPlus 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. The ideal candidate lives in or near Middletown, Ohio.
8. Must pass background, drug screen and motor vehicle screen.

Date Revised: 11/5/26
VP HR