

POSITION INFORMATION

Position Title	Career Coach - Youth (SMPDD) - Carthage, MS
Number of Positions	1
Position Location	Integrated Tech Lab Choctaw & Carthage Career Advancement Center
FLSA Type	Exempt
Number of Months	12
Position Classification	Professional Staff
Salary Range	Salary based on parameters of the grant.
Anticipated Date of Appointment	OPEN UNTIL FILLED

FOR ADDITIONAL INFORMATION

Contact	Lucretia Williams
Contact Title	Workforce Development Director
Address	East Central Community College, P.O. Box 129, Decatur, MS 39327
Phone	(601)635-6432
Email	lwilliams@eccc.edu

POSITION SUMMARY INFORMATION

Required Qualifications

1. Bachelor's Degree in Education, Counseling, Psychology, Sociology or Related Field;
2. Experience working with computer applications, including but not limited to Excel, Word, PowerPoint and Outlook;
3. Two years teaching experience;
4. Demonstrated ability to work with diverse students; and Excellent written, and oral communication skills

Preferred Qualifications

Experience working in a mentoring or advising role.

General Statement of the Function

The Career Coach will be responsible for the implementation and execution of the Warrior S.U.C.C.E.S.S (Students Utilizing College and Career Education Skills) Out-of-School Youth Program. The Career Coach will work one-on-one with participants enrolled in the program. The Career Coach will provide core and intensive services for youth program participants. This includes ongoing counseling support, academic and career coaching, case management, and transition and referral services to assist them in meeting individual career goals and program requirements. The program serves eligible participants ages 16 through 24. This position reports to the Director of Workforce Development.

Duties and Responsibilities

1. Develop a marketing campaign for the Warrior S.U.C.C.E.S.S youth program to increase recruitment of both youth participants and employer worksites;
2. Provide individual counseling, academic and career coaching, case management, and transition and referral series to Warrior S.U.C.C.E.S.S program participants;
3. Assess personal needs of Warrior S.U.C.C.E.S.S program participants and identify resources to meet their needs;
4. Assist Warrior S.U.C.C.E.S.S program participants setting short- and long-term goals and with the development of an Individual Career Plan (ICP);
5. Monitor progress toward completion of established goals;
6. Assist participants in planning for future instances where support services will be needed;
7. Maintain a schedule of appointments and meet with each participant per program requirements;
8. Document participant files weekly and enter participant data and case notes into the approved Case Management system per program requirements;
9. Coordinate and deliver required curricula;
10. Ensure that job and labor market information is readily available to all participants;
11. Maintain individual participant files as required;
12. Effectively communicates with, cooperates with, and supports other college personnel in daily activities;
13. Perform other duties as assigned.

APPLICATION DETAILS

Application Deadline	
Internal Applications	
External Applications	OPEN UNTIL FILLED
Interviews Completed By	
Successful Candidate Notified By	

WHERE TO APPLY

Complete your online employment application and upload all required applicant documents by clicking on this link.

<https://my.eccc.edu/ICS/Employment/>

REQUIRED APPLICANT DOCUMENTS

Applicants must complete and submit the items listed below on or before the application deadline or they will not be screened/considered for an interview:

1. Cover letter addressing your qualifications for this specific position.
2. Completed ECCC employment application (online application).
3. Up-to-date transcripts for all college work (Copies of transcripts are acceptable for the application process).
4. Personal resume`.

NOTE: Applicants selected to be interviewed for faculty positions will be required to conduct a teaching demonstration.

THE COLLEGE

In 1928, the Legislature of the State of Mississippi adopted the first basic laws for the organization and operation of the Mississippi public junior colleges. East Central Community College (ECCC) opened its doors to a freshman class of 20 students for the first regular session in September of 1928. In March of 1939, ECCC was first accredited by the Southern Association of Colleges and Schools (SACS). The college is currently accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate Degree. Individuals may contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of East Central Community College. Degrees or certificates are granted upon completion of program requirements. ECCC is also a member of the Mississippi Association of Community and Junior Colleges (MACJC) and the American Association of Community Colleges (AACC). Enrollment, including part-time students, exceeds 2,700 students each term. Evening courses and summer programs are offered throughout the five-county support district. The college also operates the Philadelphia-Neshoba County Career Technical Center located in Philadelphia, Mississippi. ECCC is supported by five counties located in east central Mississippi: Leake, Neshoba, Newton, Scott, and Winston.

EEO STATEMENT

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified disability in its educational programs and activities, employment practices, or admissions processes. The following offices have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College:

Inquiries regarding compliance with Title VI and ADEA are coordinated by the Executive Vice President, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, Email: compliance@eccc.edu.

Inquiries regarding compliance with Title IX and Section 504 are coordinated by the Dean of Student Services, Campus Police Building, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6267, Fax: 601-635-4067, Email: compliance@eccc.edu.

Inquiries regarding compliance with ADA are coordinated by the Director of Student Success, Mamie Ethel Burton Memorial Library, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6228, Fax: 601-635-2150, Email: compliance@eccc.edu.

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