US-NY-New York City – MLT Career Preparation Coach

MLT Background
Management Leadership for Tomorrow (MLT) - A national non-profit organization dedicated to developing African-American, Hispanic and Native American leadership talent. MLT was formed to address the troubling achievement gaps for minority high school and college students and their dramatic under-representation in fast track entry-level jobs, major MBA programs, and leadership positions in corporations, non-profits, and entrepreneurial ventures.

The Career Preparation (Career Prep, CP) Program – The Career Preparation Program provides intensive skill development and career preparation for high potential college juniors and seniors. The curriculum includes corporate-led skill development workshops, one-on-one coaching and summer internships. Participants have received job offers from leading firms across all sectors.

For more information about MLT and the CP program, please visit our site at www.ML4T.org.

Position Description
The Career Prep Coach will report to the CP Program Director. The Coach will be responsible for implementing the CP coaching curriculum, including but not limited to providing personalized career guidance to the students, planning event content for program partners and students, developing materials for interactions with the students, and assisting with program evaluation. The Coach needs to understand and assess within students the qualities required of successful candidates for top entry-level business jobs. Furthermore, the Coach will be responsible for ensuring that the program delivers a class of highly qualified candidates to present to partner organizations.

Responsibilities
• Providing students with timely, personalized career guidance
• Developing and driving students’ career action plans
• Providing industry/company search guidance
• Screening participants and certifying that they completed the program successfully and are prepared to excel in job interviews
• Connecting and coordinating with MLT’s Advisor network as appropriate
• Developing and implementing coaching schedule
• Developing coach materials, including creating and implementing on-line tools, etc.
• Planning event content and program curriculum
• Working with other coaches
• Communicating challenges and successes to the CP Program Director and the Lead Coach
• Developing metrics and reporting on activities and outcomes to the CP Program Director and the Lead Coach

Personal Attributes
• Motivator who can excite students to accomplish the goals that you mutually set
• Communicator who can provide students with constructive criticism with nurturing support
• Self starter able to initiate projects and proactively follow-up on coaching calls with program participants
• Team player able to work with other coaches and program director to deliver superior results
• “Hands on” worker who enjoys diving into the details
• Entrepreneurial who can operate across functions in a small-office environment
• Diligent and able to work independently and deliver results with little oversight
• Active process manager who can chaperon an initiative from beginning to end
• Ability to build lasting relationships with program participants, other coaches and MLT Staff

Required Experience
• At least 2-4 years of line-management experience in the private or not-for-profit sector with increasing responsibilities and a successful track record, preferably in a service related organization. Recruiting experience a plus
• At least two years in a career guidance capacity (e.g. HR, college career counselor, etc.) with recruiting experience
• MBA from a leading program a plus

Job Title: Career Coach
Job Status: Full-Time / Part-Time
Job Category: Nonprofit
Location: New York-New York City

Contact Information:
Management Leadership for Tomorrow
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