



## **MISSION STATEMENT**

*The Beacon Council Foundation, a 501(C) 3, is Florida not-for-profit organization and an affiliate of The Beacon Council, a 501(C) 6. The Beacon Council Economic Development Foundation, Inc. is a Florida Not-For Profit Corporation created exclusively for charitable and educational purposes such as to compile, prepare, and publish statistical data concerning Miami-Dade County Florida and make such data available to all segments of the community; to lessen the burdens of government; to combat community deterioration; and to do all lawful acts incidental to the accomplishment of said charitable and educational purposes.*

## **JOB SUMMARY**

<b>PROGRAM:</b>	<b>Miami Community Ventures (MCV)</b>
<b>REPORTING TO:</b>	<b>Vice-President and Executive Director MCV</b>
<b>POSITION:</b>	<b>Success Coach/Job Specialist for MCV/Contracted position with The Beacon Council Foundation, Inc.</b>

**Be a Success Coach for Miami Community Ventures. Be the Difference.**

Miami Community Ventures (MCV) is a collective impact initiative designed to connect low income “structurally unemployed” individuals to living-wage jobs. The model is award-winning. The MCV Success Coach will spearhead candidate readiness, employer cultivation, and delivery of wrap-around services for hired candidates; in an assigned target audience and geographic area.

Submit Cover Letter and Resume to [HR@beaconcouncil.com](mailto:HR@beaconcouncil.com)

---

## **SUMMARY OF POSITION:**

### **Program Summary:**

Miami Community Ventures (MCV) is a collective impact initiative designed to connect low income “structurally unemployed” individuals to living-wage jobs. Hired participants receive wrap-around services for up to a year. These services include assistance with transportation, childcare, legal, career guidance, connections, and any other support needed to ensure they succeed in their job and developing careers.

The MCV Success Coach / Job Specialist will spearhead candidate readiness, employer cultivation, and delivery of wrap-around services for hired candidates; in an assigned target audience and geographic area.

The MCV program is based on an award-winning model run in Michigan and is open to underserved candidates throughout Miami-Dade County with an emphasis on communities having poverty rates of 20%+



**Success Coach/Job Specialist for MCV Job Summary**  
**Contracted position with The Beacon Council Foundation, Inc.**

**Duties and Responsibilities**

- Serves as an assessment, development, and training source for job seekers, providing guidance and connections to training classes and resources that will accelerate development. Tracks progress.
- Serves as a referral source for “ready” jobseekers and presents them for Miami Community Ventures living- wage jobs. Serves as a referral source for “not ready” job seekers and connect them with the designated CareerSource South Florida (CSSFL) contact to assess and activate options.
- Serves as the Success Coach, delivering wrap-around services for job seekers who are hired under the Miami Community Ventures program. Resources will be assigned.
- Provides follow-up services to businesses to assess satisfaction with services received from the job seeker.
- Develop and manage On-the-Job Training (OJT) agreements with businesses in the assigned area.
- Track all placements and implement initiatives to increase placement outcomes.
- Perform related duties as assigned.

**Qualities**

- Empathy
- Savvy working with diverse audiences – cultural, economic, etc.
- Case management structured
- Self-Motivated
- Organized
- Technology friendly and quick learner

**Required Training and Experience**

- Case management experience
- Two (2) years of experience in workforce development or business (i.e., marketing, public relations, or economic development).
- Proficient with Microsoft office applications. Salesforce experience a plus.
- Excellent verbal and written communication skills.
- Bilingual (English/Creole or English/Spanish) is a plus but not required.
- *Must pass pre-employment screening/background check.*
- *Required to be Tier I certified within ten (10) business days of hire date.*
- Bachelor’s degree in business, public relations, marketing, human resources, or related field from an accredited college or university; preferred.

Submit Cover Letter and Resume to [HR@beaconcouncil.com](mailto:HR@beaconcouncil.com)