



Position Announcement

Position: Workforce Innovation and Opportunity
Act (WIOA) Career Coach

Institution:
Regional Workforce Training Center
Southwest Mississippi Community College
1146 Horace Holmes Dr., Summit, MS 39666

Job Description: The Career Coach will assist adults, dislocated workers and youth to identify career goals through personal and group consultation. Utilizing leadership, advocacy, and collaboration, career coaches will promote academic and personal success by implementing a comprehensive program that encompasses areas of personal and social development of students as well as academic and career needs. This position reports directly to the Associate Vice-President for Workforce Training/WIOA Program Manager

Duties and Responsibilities:

- Meet one on one with individuals to determine academic and career goals.
- Have individuals review <https://mspathfinder.org> to determine interests and learn about post- secondary options.
- Screen and assist individuals in applying for internships, apprenticeships, and work-based learning opportunities in their area.
- Prepare individuals to take the ACT WorkKeys assessment.
- Plan, develop, and implement exploration opportunities, including college campus visits, career fairs, industry visits, and similar activities.
- Work directly with the local community college to connect individuals to applicable programs as identified by AccelerateMS and the WIOA State Plan.
- Connect industry representatives to participants through job shadowing and mentoring opportunities for further career exploration and to build interest in local workforce opportunities.
- Assist individuals in understanding soft skills and how they are important to being successful in the workplace.
- Improve participant resume writing and interviewing skills.
- Work with economic developers, businesses, associations, and local and state agencies to promote the program and build connections to local industries.
- Plan, develop, and implement programs, working directly with parents of participants to educate them on workforce opportunities and educational opportunities (including available financing of these) for their children.
- Plan, develop, and implement strategies to reach high school graduates who have not obtained a higher education certificate, diploma, or degree and assist them in obtaining post- high school certification.

Salary: Commensurate with experience

Application Due: July 9, 2025 by 2 PM

Evaluation Criteria: Cover Letter, Resume and SMCC application. SMCC application
<https://www.smcc.edu/wp-content/uploads/Staff-Application.pdf>

Qualifications: Bachelor's degree (may be waived with appropriate background and experience). Three to five years of relevant work experience.

Contact: Jennifer Knight, Southwest Mississippi Community College, 1156 College Drive Summit, MS 39666. Email: hr@smcc.edu Office: (601) 276-3850 Fax: (601) 276-4331

Southwest Mississippi Community College does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in its programs, activities or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: Mrs. Rhonda Gibson, Director of Disability Support Services, 601-276-3885; Blake Brewer, Vice President for Student Affairs and Title IX Coordinator, 601-276-3717; SMCC, 1156 College Drive, Summit, MS 39666.