

POSITION ANNOUNCEMENT

WIOA Gateway Youth Career Coach

Northeast Mississippi Community College is now accepting applications for a full-time, twelve (12) month WIOA Gateway Youth Career Coach. This position is grant funded and time worked will be split between NEMCC @ New Albany and Ripley locations.

QUALIFICATIONS:

Required -

- Bachelor's degree from an accredited college or university in education, workforce development, counseling, human services, or a related field.
- Three years of experience working in education, workforce development, youth services, or a related field.
- Knowledge of workforce development, career coaching, career pathways, and youth development practices.
- Experience developing individuals in career awareness, leadership, service, conflict management, problem-solving, workplace safety, quality, and essential job skills.
- Experience working with youth ages 16–24 and/or non-traditional students.
- Excellent written and oral communication skills.
- Strong organizational, interpersonal, problem-solving, and time-management skills.
- Demonstrated ability to conceptualize, lead, coordinate, and manage multiple activities across various locations.
- Ability to establish positive, trusting, and effective working relationships with students, staff, employers, school personnel, and community partners.
- Ability to identify realistic goals and expectations with students and develop actionable plans to achieve them.
- Experience with case management, data collection, outcome tracking, report preparation, and maintaining accurate records.
- Proficiency in computer applications, educational technology, data management systems, and online platforms.
- Ability to complete required documentation accurately and meet established deadlines.
- Experience in marketing, promoting, and communicating educational, workforce, and career services to individuals, organizations, and employers.

Preferred -

- Master's degree from an accredited college or university in education, workforce development, counseling, or a related field.
- Experience with WIOA programs or other programs serving non-traditional students.
- Experience working with employers to develop internships, work-based learning opportunities, or other workforce partnerships.

APPLICATION DEADLINE:

September 3, 2026

SALARY:

\$42,500.00

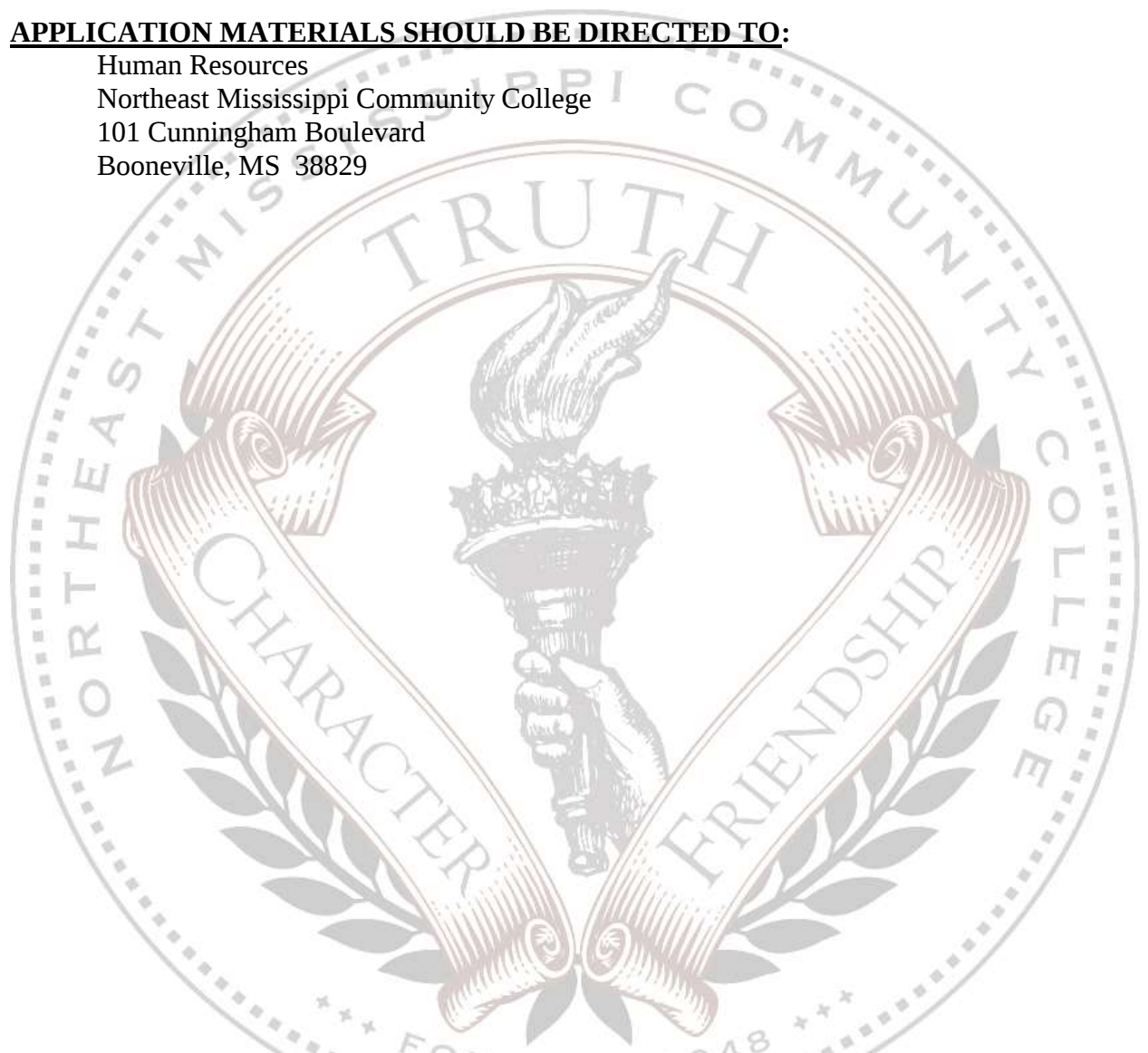
APPLICATION MATERIALS:

To apply, please submit a cover letter, official college application form, resume, and official transcript(s) of all college work.

(Applications currently on file can be activated for this position by submission of a cover letter.)

APPLICATION MATERIALS SHOULD BE DIRECTED TO:

Human Resources
Northeast Mississippi Community College
101 Cunningham Boulevard
Booneville, MS 38829

The seal of Northeast Mississippi Community College is a circular emblem. It features a central torch held by a hand, with a flame. Above the torch is the word "TRUTH" in an arch. Below the torch are two crossed banners; the left one says "CHARACTER" and the right one says "FRIENDSHIP". The outer ring of the seal contains the text "NORTHEAST MISSISSIPPI COMMUNITY COLLEGE" at the top and "FOUNDED 1948" at the bottom, separated by three stars on each side.

In compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act; and, Section 504 of the Rehabilitation Act of 1973, as amended, the Board of Trustees of Northeast Mississippi Community College has adopted this policy assuring that no one shall, on the grounds of race, color, age, national origin, or sex, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the College. Northeast Mississippi Community College adheres to the principle of equal educational and employment opportunity without regard to race, sex, age, color, creed, or national origin. This policy includes the qualified handicapped and extends to all programs and activities supported by the College. The Section 504 Coordinator is Leigh Ann Stewart, Wright Hall (662)720-7192 and the Title IX Coordinator is Liz Roark, (662) 720-7223.

Job Title: WIOA Gateway Youth Career Coach

Reports to: Adult Education Director & WIOA Gateway Youth Coordinator

Position Summary

The WIOA Youth Gateway Career Coach provides career coaching, workforce readiness, case management, and educational support to eligible youth ages 16–24. The Coach helps participants explore career pathways, develop individualized education and career plans, overcome barriers, and transition successfully to postsecondary education, training, apprenticeships, military service, or employment. The Coach collaborates with NEMCC Adult Education staff, schools, employers, workforce partners, and community agencies to connect participants with academic support, work-based learning, supportive services, credentials, and employment opportunities.

Qualifications

Required

- Bachelor's degree from an accredited college or university in education, workforce development, counseling, human services, or a related field.
- Three years of experience working in education, workforce development, youth services, or a related field.
- Knowledge of workforce development, career coaching, career pathways, and youth development practices.
- Experience developing individuals in career awareness, leadership, service, conflict management, problem-solving, workplace safety, quality, and essential job skills.
- Experience working with youth ages 16–24 and/or non-traditional students.
- Excellent written and oral communication skills.
- Strong organizational, interpersonal, problem-solving, and time-management skills.
- Demonstrated ability to conceptualize, lead, coordinate, and manage multiple activities across various locations.
- Ability to establish positive, trusting, and effective working relationships with students, staff, employers, school personnel, and community partners.
- Ability to identify realistic goals and expectations with students and develop actionable plans to achieve them.
- Experience with case management, data collection, outcome tracking, report preparation, and maintaining accurate records.
- Proficiency in computer applications, educational technology, data management systems, and online platforms.
- Ability to complete required documentation accurately and meet established deadlines.
- Experience in marketing, promoting, and communicating educational, workforce, and career services to individuals, organizations, and employers.

Preferred

- Master's degree from an accredited college or university in education, workforce development, counseling, or a related field.

- Experience with WIOA programs or other programs serving non-traditional students.
- Experience working with employers to develop internships, work-based learning opportunities, or other workforce partnerships.

Performance Responsibilities

Recruitment, Intake, and Participant Engagement

1. Recruit, screen, and enroll eligible youth participants into the WIOA Youth Gateway program.
2. Conduct intake, assessments, and orientation activities to identify participants' academic strengths, career interests, workforce readiness needs, barriers, and supportive service needs.
3. Establish and maintain positive, trusting relationships with students and staff to promote participant engagement, retention, and successful program completion.
4. Maintain regular contact with participants throughout enrollment.

Career Coaching and Educational Planning

5. Provide individualized career coaching, academic guidance, and support services to participants.
6. Develop, update, and review individualized Career Plans/Individual Service Strategies with participants at least monthly, establishing realistic short- and long-term educational and career goals.
7. Facilitate career exploration using career assessments, labor market information, career pathways, and information regarding high-demand occupations.
8. Assist participants in preparing and earning their High School Equivalency (HSE) Diploma, if needed.
9. Provide guidance regarding postsecondary education, occupational training, apprenticeships, military service, employment, and industry-recognized credentials.
10. Assist participants with college and career planning, including admissions, financial aid, scholarships, registration, and workforce training opportunities.
11. Contact military recruiters and provide students with information regarding military career opportunities when appropriate.

Workforce Readiness and Instruction

12. Provide instruction and activities designed to develop essential job and workforce readiness skills for youth ages 16–24.
13. Administer appropriate assessments, including the Tests of Adult Basic Education (TABE), ACT WorkKeys, and Mississippi Partnership Work Ready Screening Tool.

Work-Based Learning and Employer Engagement

14. Coordinate and facilitate paid and unpaid work-based learning opportunities, including internships, job shadowing, career fairs, workplace tours, and employer engagement activities.
15. Develop relationships with employers and community partners to expand career development and work-based learning opportunities.
16. Coordinate employer workshops and secure internship worksites aligned with the five-sector strategy industries: Advanced Manufacturing; Healthcare; Information Technology; Logistics, including warehousing, transportation, and distribution; Energy.
17. Complete required Internship Worksite Agreements and related documentation.
18. Jointly supervise and conduct worksite visits for students participating in internships and other work-based learning experiences.

19. Support participants in obtaining industry-recognized credentials and certifications aligned with their career goals.

Supportive Services and Barrier Mitigation

20. Identify appropriate support resources and develop strategies with participants to address barriers and promote academic and career success.
21. Determine participants' supportive service needs and coordinate referrals to appropriate community agencies and workforce partners.
22. Facilitate access to tutoring, supportive services, incentives, training opportunities, and other resources as appropriate.
23. Advocate for participant success and assist individuals who are not working or enrolled in education or training with identifying appropriate employment or educational opportunities.

Data Management, Documentation, and Accountability

24. Maintain accurate and timely participant records, case notes, enrollment information, attendance, assessments, services, and outcomes.
25. Track and document all participant records through required case management and data systems.
26. Conduct required follow-up for one year after participants exit the program and provide assistance with employment, education, or training transitions as appropriate.
27. Submit monthly success stories and other program information for appropriate dissemination through media and community outlets.

Program Compliance, Collaboration, and Professional Development

28. Ensure compliance with applicable WIOA requirements, Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act, Mississippi Partnership Workforce Innovation and Opportunity Act requirements, Three Rivers Planning and Development District requirements, and NEMCC policies and procedures.
29. Participate in career awareness, workforce development, recruitment, community outreach, and other events representing the WIOA Youth Gateway and Adult Education programs.
30. Participate in required professional development, staff development, training, and meetings related to WIOA Youth Gateway, Adult Education, workforce development, data management, and other assigned program areas.

Perform other duties as assigned by the Director of Adult Education and Program Services, WIOA Youth Gateway Coordinator, Vice President of Community Outreach and Economic Development, and President of the College.