



Career & Education Specialist Rapid Rehousing New York

About The Ladies of Hope Ministries (The LOHM)

[The Ladies of Hope Ministries \(The LOHM\)](#) whose mission is to help disenfranchised and marginalized women and girls transition back into society through resources and access to high-quality education, entrepreneurship, spiritual empowerment, advocacy, employment, and housing. The way we fulfill our mission is through our many different expansive programs.

Position Overview

The LOHM seeks a Career & Education Specialist that will be responsible for developing educational and professional goals for women experiencing homelessness due to domestic violence. The primary goal is to assist individuals in addressing the barriers to maintaining permanent housing using a strengths-based, Housing First approach. Functions performed include identifying personal goals, developing leadership skills, identifying employment opportunities, and strategizing career plans. Work is accomplished by advising and motivating program participants to accomplish goals in their Individual Service Plan.

Primary Duties and Responsibilities

- Identify participants' personal interests and life goals
- Review resumes and cover letters with feedback
- Rehearse job interview tactics
- Hold seminars/workshops to educate participants on career planning
- Identify new employment opportunities
- Perform personality and skills assessments
- Recommends additional education to participants to help them achieve their career goals

Qualifications

The ideal candidate will possess the following qualities and skills:

- Minimum 2 years of experience providing case management services and working with a diverse population.
- Minimum of a Bachelor's degree preferred.
- Experience working with the justice-involved population.
- Commitment to social justice.
- Strong written and verbal communication, administrative, and organizational skills.
- Ability to maintain a realistic balance among multiple priorities, high-volume tasks in a timely fashion.
- Ability to work independently on projects from conception to completion.
- Proficient in Microsoft suite (Microsoft Outlook, Word, PowerPoint) and Adobe Acrobat.
- Knowledge of web-based meeting platforms (Zoom, GoToWebinar) and database management system (Salesforce).

Compensation & Benefits

Salary range is \$45,000 to \$50,000 - Compensation for the position is competitive and commensurate with experience. Benefits include medical, dental and vision, paid time off and holidays.

How to Apply

Submit a detailed cover letter describing your interest and qualifications that are aligned with the position, current resume and a writing sample to hr@thelohm.org. Please add **Education & Career Coach - Rapid Rehousing** in the subject line.

No phone, email, or fax inquiries on submissions. Qualified applicants will be contacted for an interview.

The Ladies of Hope Ministries (The LOHM) provides equal employment opportunities for all applicants and employees. Formerly incarcerated, minority, bi-cultural, and LGBTQ are encouraged to apply. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, religion, national origin, citizenship, age, sex, disability, sexual orientation, gender identity, gender expression, military status, marital status, familial status, pregnancy, arrest or conviction record, unemployment status or any other characteristic protected by applicable law.