

# CAREER CENTER

AT THE COMMUNITY ASSISTANCE CENTER



## CAREER ADVOCATES .....

The Career Advocate positions are newly-created volunteer positions for working professionals in the Sandy Springs and Dunwoody community who want to use their skills to help their neighbors succeed. Under the direction of the Career Center Director, Career Advocates will support clients of the CAC Career Center. They will work closely with our clients to evaluate their current employment situation and assist in development of individualized plans to achieve their short- and/or long-term career goals. Initial client intake meetings will ideally be conducted on-site at the CAC Career Center.

The Career Center offers clients a wide range of services, from job search and educational resources; access to training and certificate programs; to partnerships with local employers. Career Advocates will be familiar with all of the Career Center's resources and can guide clients on the best path to achieving their career goals. The Career Advocate will meet directly with clients and provide initial and ongoing career coaching. This may include:

- Individualized training/guidance on all aspects of the career transition/job search process
- Reviewing and assisting with current resume or employment application information
- Basic skills assessment and guidance on researching potential career options
- Identifying and directing clients to appropriate educational resources/certification programs
- Assisting in identifying relevant potential employers
- Guidance on interview preparation; conducting practice interviews
- Advice on job selection, references, background checks and negotiating

Ideally, candidates will have had some career coaching or human resources experience. Some knowledge of CAC and our mission is crucial to understanding the significant barriers many of our clients face in finding new roles or transitioning into higher-paying jobs. The Career Advocate will be the catalyst for career change for CAC clients.