



Building better lives. One job at a time.

***JOIN US TO HELP OUR COMMUNITY!***

JVS Los Angeles offers hope and opportunity to our diverse community through job training, education and expert career guidance, transforming lives and empowering individuals to achieve dignity and independence.

**Job Coach Bi-lingual English/Spanish  
PART TIME**

**Job Description and Duties:**

Provide job search and career-related coaching and guidance to clients of SOVA's three food pantries in Van Nuys and Los Angeles.

**Qualifications and Position Requirements:**

Must be able to work Mondays, Tuesdays, Wednesdays and Fridays from 9:45 a.m. to 1:45 p.m. and three Sundays each month from 8:45 a.m. until 12:15 p.m. Must be highly experienced in job search coaching directed to diverse clientele. Strong communication and interpersonal skills and sensitivity to the needs of individuals facing barriers to employment. Must be able to deliver services in fluent English and fluent Spanish. Must be familiar with on-line job posting and other career resources. Must file thorough and accurate reports by indicated deadlines. Bachelors degree in a related field.

Will be working in open area that can become noisy. Review of print materials and information on a computer screen and conversing with clients are integral components of position.

EOE, good Benefits

Please send your resume to [HR@JVSLA](mailto:HR@JVSLA)

Put on subject line: JVS/SPJC