

General Public Post

Title: Part-Time Talent Success Coach – Workforce & Career Development

About the Role

We're looking for compassionate, resourceful, and results-driven Talent Success Coaches to guide adult learners and opportunity youth through bioscience training programs. You'll play a key role in helping participants develop career readiness, connect to resources, and successfully transition into bioscience jobs or further education.

This role is ideal for individuals with experience or interest in coaching, education, workforce development, human services, or biosciences. Whether you're a graduate student, social worker, educator, or career changer, your ability to mentor, problem-solve, and connect people to opportunities will make a real impact.

What You'll Do

- Provide a mix of 1:1 and small group coaching sessions to build participant confidence and career readiness skills.
- Assist with resumes, interview preparation, job search strategies, and identifying skill gaps.
- Connect participants to supportive services, professional development, and community resources.
- Facilitate opportunities for peer learning through group discussions and networking.

- Maintain accurate case notes and progress tracking in Airtable; provide bi-weekly updates.
- Share relevant resources, events, and industry insights to keep participants engaged and informed.
- Collaborate with program leadership to adapt coaching strategies based on trends and participant needs.

What Makes You a Great Fit

- You're empathetic, culturally competent, and committed to equity and inclusion.
- You enjoy helping people reach their goals and can balance encouragement with accountability.
- You're adaptable and comfortable supporting individuals with diverse backgrounds and experiences.
- You can organize information, manage deadlines, and maintain accurate records.
- You're open to learning about the bioscience industry and workforce pathways.

Why It's Rewarding

As a Talent Success Coach, you'll empower participants to overcome challenges, develop in-demand skills, and step confidently into new career opportunities. You'll also grow your own skills in coaching, leadership, and

industry knowledge—making this role a steppingstone to whatever's next for you.

What To Expect

- 15-20 hours per week
- Hybrid (some required in-person events)

How To Apply

- Submit resume and letter of Interest to workforce@biostl.org