Spectrum Works

Title: Job Coach

Location: 565 Windsor Drive, Secaucus, NJ

Job Type: Part Time

Start Date: 2/15/2016

Job Description:
This is an exceptional opportunity for a hands-on leader to play a significant role in realizing Spectrum Works mission and vision. The Job Coach will provide guidance, leadership and coaching to employees and interns with autism as well as assist with the implementation of Spectrum Works model in partner companies.

Primary Responsibilities:
- Mentor and train interns and employees with autism
- Assist with the development of goal plans and performance reviews
- Assist with the creation of career and personnel development courses
- Assist with the coordination of fundraising events
- Help with office administration
- Assist with the Social Media
- Assist with grant writing

Qualifications:
The ideal candidate will have excellent communication skills and an understanding of youth development and individuals with special needs. You have energy, commitment, and passion and are capable of helping employees and students reach their potential.

- Available to work minimum 2 days per week from 9:00 to 2:00 (or later)
- Bachelor’s degree or currently attending university
- Skills engaging youth or individuals with special needs
- Passion for the mission and a desire to help Spectrum Works impact the lives of individuals with autism
- Excellent interpersonal skills
- Ability to be self-motivated and work independently, consistently reporting back to management
- Excellent analytic skills, organization, planning, and implementation skills
- Highly motivated to achieve, with the ability to solve problems and overcome obstacles
- Entrepreneurial spirit, self-direction, and results-orientation, demonstrating initiative, resourcefulness, and follow-through
- High level of ethics, values, integrity and trust

Application Instructions:
Send email to: annmarie@spectrumworks.org
About the Organization:

Working at Spectrum Works offers a great opportunity to drive social change, increase the employability of youths with autism and make a significant impact on their lives.

Spectrum Works is a Secaucus-based nonprofit that employs and empowers high school students and young adults with autism. Spectrum’s approach is unique in that it integrates individuals with autism into the workforce of partner companies, pays them a competitive wage and provides opportunities for advancement. Spectrum Works goal is to build inclusive workforces and to raise awareness that outstanding teams are composed of people with diverse abilities, perspectives and skill sets. The program prepares young people for entry level jobs that meet the needs of corporate partners and creates a path to success for employees with autism. Spectrum Works places a particular emphasis on support and guidance, as it believes a supportive environment builds confidence and helps students confront issues that could derail their achievements. Spectrum Works goal is to implement this workforce development model in companies across the U.S.

Additionally, Spectrum Works builds social ventures by selling its partner company’s goods which are produced with the assistance of employees with autism. These ventures generate revenue which fund the program and raise awareness that individuals with autism can create amazing things. Spectrum Works first social enterprise is a screen printing business created with its partner company Green Distribution. Green is one of the largest screen printing companies on the East Coast and produces screen printed apparel for Disney, Harley Davidson, MLB and Universal Music. This relationship enables Spectrum Works to produce high quality items at a competitive price while giving individuals with autism the opportunity to work along-side neurotypical coworkers.

In 2016, Spectrum Works is implementing its model into additional corporations. One is a well-known international company based in Secaucus and Jersey City. Our goal is to implement this model in companies across the U.S.