



A rich history of changing lives.

Jewish Family Services helps individuals and families achieve economic independence and emotional stability. We provide a unique combination of mental health and workforce development services, using a person-centered approach to tailor our services to meet the complex needs of the people who come through our doors.

Our organization is rooted in a rich history of Jewish values. Our services are not limited to those in the Jewish community, but are available to individuals of all races, ethnicities, and religions and from all economic circumstances. Our dedicated and talented staff reflects the diverse communities we serve.

**Position Opening:**  
**Recruitment and Retention Coach**  
**Café Overlook Training Program**

Jewish Family Services is seeking a Recruitment and Retention Coach (RRC) to assist our career services and training team with participant recruitment and new employment coaching. Jewish Family Services in partnership with Service! and Franklin County Department of Jobs and Family Services is building a pathway training program for the Central Ohio service industry. The RRC will be a member of a diverse team working closely with career consultants, community partners and restaurant employers to create opportunities for participants, support hiring events, and networking opportunities. This role supports a workforce development program for participants, who will earn a wage while mastering kitchen skills, training for ServSafe certification, along with learning job readiness skills during an apprenticeship before being placed into stable, well-paying positions throughout the restaurant industry.

Primary Duties and Responsibilities

- Recruit participants from community relationships and develop new referral pipelines
- Provide retention coaching for participants with new employment – barrier removal, cultural competencies, and employer mediation
- Develop and manage trusted relationships with community partners and employers
- Work with career services team members to develop and coordinate targeted hiring events, networking meet ups
- Track client progress and keep documentation through a case management system
- Prepare reports and/or analyze data to coordinate recruiting efforts

Preferred Position Requirements

- Knowledge of business, community, and current economic environment
- Bachelor's degree from an accredited college or university or equivalent related experience



# JEWISH FAMILY SERVICES

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- Marketing or promotion experience (flyers, social, community events) to build recruitment pipeline
- Demonstrated customer service orientation
- Commitment to supporting diverse and vulnerable populations
- Professional written and oral communication skills
- Project-management, organizational and time-management skills; ability to plan and organize workflow
- Ability to use technology effectively, including Microsoft Office suite and CRMs
- Flexibility and adaptability to the needs of employers and job seekers

To apply, please send a resume and cover letter to [hiring@jpscolumbus.org](mailto: hiring@jpscolumbus.org)

**We believe**

that we should treat ourselves and each other  
with dignity and respect.

**We believe**

that all people, no matter how different, are connected.

**We believe**

that people should feel safe in their homes and community.

**We believe**

that we have a communal responsibility to stand up for each  
other,  
especially for those among us who are vulnerable.

**We believe**

that we should speak honestly, straightforwardly and  
respectfully.

**We believe**

that we should respect and accept our neighbors as ourselves.