



## Life Coach Job Description

### Providence Heights

Providence Heights is a faith-based non-profit organization that believes every individual can have a home and thrive in pursuit of God's purpose. Providence Heights empowers people in need through housing, employment opportunities, and personal development programs rooted in Christian faith by reinvesting revenues generated through real-estate enterprises.

What we value: **Christ:** Our faith and actions are grounded in the Word of God. **Continuity:** We generate sustainable revenues to fund our mission. **Community:** We foster an atmosphere of unity, healthy relationships, compassion, and accountability. **Collaboration:** We work together to accomplish the shared goals of our community. **Creativity:** We utilize proven strategies and new ideas to restore lives and relationships.

### Position Goals

The Life Coach will assist the women (we call them Arrows because they are changing the trajectory of their lives) of Providence Heights in identifying their individual life goals, as well as achieving them through ongoing personal and professional guidance and support. The candidate for this role should be excellent at tailoring their services to the specific needs of each Arrow. The Life Coach should use assessments to help Arrows discover their individual needs, articulate goals, advance their personal development and more.

### Core Responsibilities

- Responsible for enriching spiritual, emotional, and professional aspects of an Arrow's life.
- Review and recognize any main gaps that exist - collaborating with a counselor if relevant.
- Teaching and training utilizing process-oriented habits the Arrows can implement and use upon graduation from the program.

### Goal Identification and Achievement

- Assist and challenge Arrows to:
  - Interpret their desires and identify short- & long-term goals.
  - Develop a plan of action to attain annual and long-term goals by identifying weekly & monthly action items.
  - Set a strategy for breakthroughs/targets in specific areas of their goals one or two at a time. Start small. Then create momentum.
  - Guidance toward self-identify roadblocks and achievable strategies to overcome them.
  - Dream with and utilize affirmations for development.

## Validation and Approval

- Serve as an objective voice.
- Offer support in their pursuit of their hopes and dreams.
- Ask questions that allow the Arrows to use their voice to communicate their thoughts, ideas, dreams, and goals.
- Identify priorities and challenge them to a path of achievable actions for immediate and short-term goals, so they develop the confidence to increase their capacity.

## Motivation

- Assist each Arrow in discovering their WHY, so they understand their underlying motivations and identify strategies to motivate themselves.
- Serve as a source of motivation and inspiration to push Arrows toward their strengths & true potential.
- Break down an obstacle into small steps, teaching them how to overcome so they can utilize these action plans upon graduation from Providence Heights.
- Use training and mindset techniques to help motivate, stay on track, and achieve vision.

## Strategy Building

- Through effective strategy-building techniques, help Arrows figure out how to accomplish their goals in a focused and efficient manner.
- Ask specific questions assisting Arrows to clarify their goals & steps to achieve them.
- Help build strategies that will be the most effective to enact desired changes.
- Develop resources to suggest to Arrows such as videos, books, and trainings. Ask Arrows to search out a specific resource(s) for a specific challenge.
- Provide resources and leadership about how to live intentionally and challenge each Arrow to develop a vision statement.

## Accountability

- Reinforce the importance of responsibility and accountability to Arrows, leading to a healthy, successful life.
- Monitor by checking in at specific times to help them with any issues such as lack of motivation or challenges and to keep them on track toward the achievement of their set goals.

## Skills required

The Life Coach must possess empathy as well as the ability to think analytically. They enjoy helping others and are well-versed in organization, communication and leadership skills.

1. Have a passion for the mission and vision of Providence Heights.
2. The successful candidate will have an active church/prayer life and demonstrate a strong desire to serve the Mission by ministering to those whom it serves.
3. Must agree and sign Providence Height's ***Statement of Faith and Principles, Mission and Vision Statements*** and have a personal ethos and work ethic that reflects the Mission's ***Values***.
4. Sensitivity to cultural diversity.
5. Ability to successfully pass pre-employment background screenings.
6. Ability to work as a team player.
7. Ability to teach classes as needed.

8. Collaborate with other professionals, conducting research and utilizing critical thinking skills and knowledge to address current and future needs.
9. Conduct sessions in person, in groups, by phone, via email, webinars and video conferencing.
10. Create and organize confidential files including intake and session documentation.
11. Utilize focused questioning techniques to aid in developing actionable goals.
12. Listen actively to concerns while providing helpful and positive feedback.
13. Develop a method of measuring accomplishments for each Arrow.
14. Empower life-changing decisions by providing appropriate and specific evaluation, analysis, and problem-solving techniques.
15. On-going training for themselves.

### **Education and Training Requirement**

Bachelor's degree or equivalent in a related field. Applicant should have a life coach certification.

### **Life Coach Salary**

Salary is commensurate with level of relevant experience and credentials.

**To apply:** Please submit a resume, cover letter, and application to our Chief Program Officer, Phil Seaton at [phil@providenceheights.org](mailto:phil@providenceheights.org).