



REQUEST FOR QUALIFICATIONS (RFQ)
FOR WORK2FUTURE FOUNDATION
CONTRACT CAREER CONSULTANT

Purpose and Project Description:

The work2future Foundation is soliciting information from qualified candidates to provide contracted career consulting services to a diverse clientele at the work2future Foundation, a dynamic 501(c)(3) nonprofit organization providing workforce development services in Santa Clara County. Consultants shall be highly proficient in performing and coaching or teaching career and life development, and equally comfortable, competent, and passionate about working with any level of client, from assembly line workers to individual contributors, to mid-level managers, executive level professionals, and senior directors.

- Responses to this RFQ are to be submitted via e-mail to Program Analyst Kim McCoy at kim.mccoy@work2futurefoundation.org.
- Responses must be received no later than **5:00 p.m. PST** on **December 31, 2017**.
- Responses received after the noted deadline will not be considered.
- Incomplete responses will not be considered.

The purpose of this RFQ is to identify candidates willing to provide onsite career consulting at the work2future Foundation, located at 1601 Foxworthy Avenue in San Jose and/or additional locations, as needed. The position is a contracted flexibly scheduled 1099 employment opportunity, and though work2future Foundation cannot guarantee a specific number of hours weekly, anticipated workload may be between 10-30 hours per week at an hourly rate of \$35.

Scope of Services:

The work2future Foundation Contract Career Consultant position includes but is not limited to the following duties and accountabilities:

- a. Provides in-person, face-to-face career and life development coaching and guidance in a supportive, informative, and motivating fashion.
- b. Successfully works with clients of vastly diverse backgrounds and skill levels.

Please submit your qualifications to provide the services detailed above and include the following:

- One-page cover letter
- Resume
- LinkedIn profile URL

Please note that any information submitted in addition to the documents listed as required will not be reviewed.

Funds available are from a pool with a maximum of \$250,000.

Contract Career Consultant Requirements:

- 1-3 years or more of professional level career/business/life coaching experience
- Bachelor's degree or equivalent experience in psychology, counseling, human resources, education, business, social work or a related field. Master's degree preferred.
- Willingness to work holistically with body, mind, emotions, and spirit.

- Core career coaching competencies, to include resume writing, networking, LinkedIn, interviewing, informational interviewing, salary negotiation, job search strategies, and administration and interpretation of career interests, personality, skills and value assessments.
- Participation in in-house or online professional development to complete training and obtain certification in Career/Life Coaching.
- Demonstrated ability to use and teach the use of labor related websites, such as ONET, OOH, edd.ca.gov, and bls.gov.
- Demonstrated ability to work with clients of any educational level from no high school diploma to Ph.D.
- Demonstrated ability to work with clients ranging in age from 20 to 75, with knowledge of how to overcome barriers for mature workers over 50 years of age.
- Demonstrated ability to work with diverse races, sexual orientations, ages, gender identifications, religions, primary languages, and disabilities.
- Demonstrated understanding and knowledge of hundreds of typical job titles and the skills and requirements aligned with each in the Silicon Valley/Bay Area.
- Demonstrated ability to span a diverse array of industries, such as information and communications technology, healthcare, manufacturing, finance, defense, biotech, hospitality, and others throughout the Bay Area.
- Knowledge of how to access job market and salary information in the Bay Area.

Other Related Skills:

- Demonstrated ability to establish rapport and build trust, maintain confidentiality, and guide clients with empathy, while observing and applying best practices in interpersonal communication.
- Adaptable, flexible, solution(s) oriented; ability to work independently or as a member of a team.
- Energetic, enthusiastic, emotionally mature, passionate, with the ability to persuade, motivate, and inspire others while maintaining a good sense of humor.
- Intellectually curious; actively seeking to learn new theories and acquire new tools for professional development.
- Knowledge of branding, leadership, and entrepreneurship a plus.
- Ability to work individually with clients and occasionally facilitate groups and/or workshops.
- Proficiency in Microsoft Office applications.
- Bilingual in Spanish and Vietnamese highly desired.

Types of Applicants:

- Individuals
- Large or small companies providing career consulting services

About work2future Foundation:

The work2future Foundation is a 501(c) (3) nonprofit agency that provides publicly funded vocational education and training programs in Santa Clara County and its unincorporated areas. The work2future Foundation was established with the purpose of creating and advancing new opportunities to connect workforce and economic development as well as to promote small business development, growth and sustainability. The work2future Foundation began operating work2future's four America's Job Centers funded by the federal Workforce Innovation and Opportunity Act (WIOA) legislation in 7 cities in Santa Clara County from the San Jose/Campbell area to Gilroy/Morgan Hill, including the unincorporated areas. The work2future Foundation receives Federal WIOA funding via work2future. WIOA funds are distributed throughout the United States and are used as the primary source of funding for government job training programs.