



Career Consultant – Part-time

Location: Remote/home office. Must be able to attend in-person quarterly team meetings in Newton, MA (Greater Boston area).

ClearRock is a small, woman-owned consulting firm and certified as a WBE (Woman Business Enterprise) through the Supplier Diversity Office in the Commonwealth of Massachusetts. We are committed to fostering a work environment where **the differences that we are born with – and those we acquire throughout our lives – are valued**. We are a recipient of Boston's Best and Brightest Companies due to our outstanding team and company culture. We hire people who are excellent at what they do and who demonstrate our core values: We care. We are here to help. We are easy to work with. We get results. ClearRock is an inclusive environment seeking to increase the diversity of our team.

Job Summary:

ClearRock is seeking to hire a part-time Career Consultant to add to our team of experienced consultants. As a Career Consultant, you will support the organization and the career transition/outplacement candidates we serve by delivering high quality, high touch career transition support to individuals and groups, and by providing thought leadership and bench strength to colleagues and the company.

Responsibilities:

- Provide virtual one-on-one career consulting/coaching to individuals in job transition across a wide range of industries. This includes consulting on strengths/skills assessment, helping with refinement of the "elevator pitch", resume development, networking strategy, self-marketing, leveraging LinkedIn, interview preparation, negotiation, onboarding, etc.
- Facilitate virtual group career enrichment seminars.
- Provide instruction to candidates on how to fully leverage ClearRock's web portal, group sessions and networking opportunities.
- Participate in virtual monthly staff meetings to collaborate, share best practices, and support the team.
- Attend in-person quarterly All Hands Meetings in the Greater Boston Area and participate in (mostly virtual) DEIB and other company wide initiatives/activities.

Desired Qualifications/Experience:

- 5+ yrs of HR, career services (including internships), or related consulting experience regarding career management, selection/hiring practices.
- Comfortable with technology platforms, web portals, and Office 365, as well as consulting via video/Zoom.
- Strong interpersonal, written, and verbal communication skills
- Industry experience in life sciences, higher ed, technology, and/or financial services.
- Calm, confident demeanor; ability to quickly establish trust and credibility with a diverse audience.
- Possesses sound judgement and ability to maintain confidentiality.
- Bachelor's Degree; coaching certification and/or Masters' or equivalent experience a plus.
- Experience addressing the needs/challenges of individuals from underrepresented groups.
- Strong cultural acumen and experience working with and supporting diverse talent.
- Demonstrates our values:
 - Caring: An agent of equality who demonstrates empathy and respects the uniqueness, talent, and experiences of people with a genuine interest in making a positive difference.

- Helpful: Active listener who builds authentic relationships and is driven to help others accomplish their goals; able to work independently and as part of a team to achieve personal and organizational goals.
- Easy to work with: Flexible style, enjoys sharing information and learning from colleagues; meets people where they are and does everything possible to help others succeed.

Benefits:

- Work from home
- Competitive pay
- 401k match plan
- Variable annual bonus based on company and individual performance
- Cell phone / internet stipend
- Accrued sick and vacation time