



## **Executive Coach & Facilitator – Part-Time**

**Location:** Remote/home office. Must be able to attend team meetings in Greater Boston area twice/year.

**ClearRock** is a boutique talent 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 hiring a part-time Executive Coach & Facilitator (W2) for one-on-one executive coaching and leadership development work, as well as facilitation of our group leadership development programs. The number of hours worked each month will depend on ClearRock’s business needs, the outcomes of the chemistry checks with potential coachees, and the organizational commitments such as company meetings.

### **Responsibilities:**

#### Executive Coaching:

- Engage with ClearRock Account Managers and stakeholders at sponsoring organizations to understand the business context, philosophies, and desired outcomes of each engagement.
- Participate in chemistry check meetings to learn about the goals, background, and priorities of potential coachees and to share a bit about oneself and ClearRock’s approach to coaching.
- Facilitate learning and behavior change through administering self-rated assessments, conducting live and online 360 interviews, summarizing findings in written reports, providing critical feedback, establishing objectives, designing actions, planning and goal setting, and managing progress through mutual accountability.
- Leverage proven coaching methodologies, emotional intelligence, and business acumen to inspire, motivate and develop leaders.
- Meet ethical guidelines and professional standards as set by the International Coach Federation.
- When there are multiple coaching engagements within the same organization, meet with project team at determined intervals to discuss themes, successes and challenges that are relevant to the program’s ongoing success.

#### Leadership Development Program Facilitation:

- Participate in alignment meetings to learn about the goals, background, and priorities of sponsoring organizations and program participants and to share information with stakeholders about what to expect throughout the program.
- Facilitate virtual and in-person group sessions as part of ClearRock’s leadership development programs.

- Advise on program development/content as needed.

#### General:

- Maintain open dialogue with the ClearRock account manager about engagements while preserving confidentiality.
- Participate in virtual monthly meetings with the ClearRock coaching team, quarterly all-hands-company meetings, and monthly Diversity, Equity, Inclusion, and Belonging meetings
- Attend in-person full-day all-hands meetings twice a year in the Boston area.

#### **Desired Experience & Attributes:**

- Bachelor's Degree required
- Ability to demonstrate coaching acumen and business results
- ICF certification is preferred. (Candidates may be considered if they have completed an ICF-Accredited Coach Training Program and can share a plan to achieve ICF certification within six months of employment.)
- Strong business acumen in a variety of environments: private/public, early/late stage, small-mid sized companies, high growth.
- Deep understanding of organizational dynamics, coaching systems and processes, leadership development frameworks and models (e.g., leading change, culture building, hiring and retention, coaching and performance management, executive communication, and storytelling).
- Experience managing relationships between sponsor, manager, and coachee (can be internal, i.e. HR).
- Experience facilitating group sessions virtually and in person – bringing content to life, engaging the audience, delivering at a moderate pace, reading the room and adapting your style, etc.
- Demonstrated ability to handle all aspects of virtual (mostly Zoom) facilitation independently (breakouts, chat, polls) with a group of 8 or fewer.
- Experience working with wide variety of participants – C suite, scientists, tech professionals, etc.
- Experience in/with life sciences, higher-ed, technology, financial services, and/or healthcare.
- Certifications in assessment tools such as Predictive Index, EQ-I 2.0, MBTI, online 360 tools.
- Experience administering and delivering 360 feedback leveraging live interviews and online assessments. Ability to synthesize 360 information and present it to the coachee with the right balance.
- Excellent writing skills. (samples may be requested).
- Proven ability to establish trust and credibility and demonstrate sound judgment.
- Demonstrated personal integrity, honesty, and sincerity.
- Demonstrated confidence in navigating ambiguous situations independently
- Professional maturity, confidence, and a genuine drive to help others accomplish their goals.
- Strong public speaker; active listener and communicator with individuals at all levels, including colleagues, clients, coachees, etc.
- Experience addressing the needs/challenges of individuals from underrepresented groups.
- Strong cultural acumen and experience working with and supporting diverse talent.
- **Demonstrates ClearRock's core 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.
- Gets results: Continuous learners evolving to be among the best in their field; resourceful with excellent problem-solving, task management skills, and follow-through. Consistently receives positive feedback.

**Benefits:**

- Work from home
- \$120-160/hour
- 401k match plan
- Variable annual bonus based on company and individual performance
- Cell phone / internet stipend
- Accrued sick and vacation time