POSITION: Employment Specialist, Adult Education; 40 hours per week; benefits

JOB DESCRIPTION:
Implements student job placement program. Prepares students to enter job market by teaching work-readiness skills. Works with students to identify employment opportunities and secure employment. Develops relationships with potential employers, and maintains placement and labor market data.

QUALIFICATIONS:
Bachelor’s Degree in Marketing, Business Administration, Communications, Public Relations or related field preferred
Must possess or have the ability to qualify for a valid California teaching credential appropriate to Adult Education
Experience in human resources, recruitment, marketing, public relations, sales or a related field
Familiarity with the local employment market and community resources
Familiarity with city, state and federal laws, regulations and codes related to employment and Equal Employment Opportunity regulations
Excellent verbal, written and interpersonal communication skills
Computer literacy, including knowledge of basic software applications, social media, and job search engines
Ability to travel within city and surrounding communities
Valid California Driver’s License, good driving record and proof of insurance.

RESPONSIBILITIES:
Present six Job Readiness Workshops including job application preparation, resume writing, job search skills, interview techniques, interview follow-up and salary negotiation, and work ethics.
Assist students to develop resumes and cover letters, complete job applications, and practice job interviews
Teach job search skills with emphasis on social media, online job search engines, identification of potential employers, and cold calling techniques.
Build sustainable relationships with current and potential employers through a range of marketing initiatives (telephone, field visits, job fairs, presentations, marketing materials, social networking, etc.)
Develop internship/externship sites
Refer students and graduates to job leads and intern/externships
Document employer contacts, placements, and follow-ups with prospective employers and staffing agencies regarding interviews and job offers
Provide a “public face” of the organization and programs, including local Chambers of Commerce and Employer Advisory Council
Maintain an updated roster of participant placements and potential job opportunities