

Ventura Adult and Continuing Education

Ventura Unified School District

POSITION: Work Transition Instructor, 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

Thorough knowledge of Vocational Rehabilitation, EDD, and WIA procedures.

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