

<b>Job Title</b>	Intern and Earn Job Readiness/Retention Specialist
<b>PVN ID</b>	LA-1811-002816
<b>Category</b>	Managerial and Professional
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Workforce Education Center
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Mar 29, 2019 (Or Until Filled)

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## General Description

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Reporting to Program Director

### **PRIMARY DUTIES & RESPONSIBILITIES:**

- Conduct job readiness activities including resume development and revision, interview skills, job search, and program specific workshops
- Make current employment leads available to individuals seeking employment and staff
- Support and Case-manage a segment of participants active in the program and through follow up
- Place individuals into outcomes to meet funders' goals
- Build relationships with participants in order to build bridges to long term retention
- Keep updated information regarding job fairs and Internet resources and participate in outreach and recruitment activities by coordinating and attending job fairs
- Work with businesses, agencies and organizations to address employment barriers for participants
- Disseminate information; provide outreach and training to potential employers and participants
- Maintain necessary documentation records
- Provide feedback to Supervisor for improving the quality of service delivery
- Performs other related duties as assigned by the Director
- Maintain and update work site and internship descriptions
- Call and/or visit work sites to ensure compliance with funder requirements and assess participant progress
- Assist with recruitment, information sessions, intake, and assessments related to training programs
- Assess program participants to determine their job readiness and job interests
- Identify job opportunities for participants completing grant based programs, establish referral process with employer and actively refer participants to other resources
- Actively research, engage, and cultivate relationships with employers and industry partners
- Maintain and contribute to a network of employer and industry contacts

## Other Duties

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## Qualifications

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- Bachelor's Degree and 2 years experience in placing young adults in both internships and post-internship permanent jobs
- Background check and fingerprinting performed
- Experience working with diverse populations including individuals with varied levels of job readiness skills and workshop experience
- Understanding and demonstration of superior customer service; sensitivity to confidential matters
- Ability to communicate both orally and in written standard form
- Knowledge of standard teaching practices, methods, and techniques
- Ability to prepare and maintain accurate records, files, correspondence, reports and other documents
- Respond to inquiries and concerns in a timely and professional manner
- Complies with professional ethical standards
- Completes all necessary reports: including monitoring notes, data collection, etc.
- Assists in obtaining competitive outcomes including jobs for individuals
- Demonstrates regular and predictable attendance
- Willingness to comply with professional black and white dress code during program periods
- Understanding and demonstration of superior customer service; sensitivity to confidential matters
- Self-motivated individual who takes initiative and has the ability to learn quickly
- Strong organizational skills, detail oriented, and customer service skills
- Proficient with MS Office Suite including; Word, Excel, Power Point and Outlook
- Willingness to work evenings and Saturdays