

Job Title	Employment Specialist
PVN ID	LA-1904-003040
Category	Managerial and Professional
Location	LAGUARDIA C. C.
Department	Workforce Education Center
Status	Full Time
Annual Salary	\$48,000.00 - \$50,000.00
Hour(s) a Week	35
Closing Date	Jun 28, 2019 (Or Until Filled)

General Description

The Workforce Education Center is an arm of the Division of Adult & Continuing Education at LaGuardia Community College that works with youth ages 14-24 who are in need of an internship, a high school equivalency diploma, community service experience, entry in to the job market or interested in entering college. This position reports to the Director/s of the Workforce Education Center.

Primary Duties and 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
- 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 worksite and internship descriptions
- Call and/or visit worksites to ensure compliance with funder requirements and assess participant progress
- Assist with recruitment, enrollment, intake, and assessments related to training and work-readiness 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

Other Duties

- Actively research, engage, and cultivate relationships with employers and industry partners
- Maintain and contribute to a network of employer and industry contacts
- Respond to inquiries and concerns in a timely and professional manner
- Completes all necessary reports: including monitoring notes, data collection

Qualifications

- 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 related to development of jobs
- Complies with professional ethical standards
- Assists in obtaining competitive outcomes including jobs for individuals
- 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 a flexible work schedule
- Bachelor's Degree and 2-3 years' experience in placing young adults in both internships and post-internship permanent jobs.
- Experience working with diverse populations including individuals with varied levels of job readiness skills and workshop experience

A background check and finger printing are required prior to finalizing an offer of employment.