
Job Title	HUB Employment Specialist
PVN ID	LA-2207-004932
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Career and Technical Assistance Center
Status	Full Time
Annual Salary	\$75,000.00
Hour(s) a Week	35
Closing Date	Sep 11, 2022 (Or Until Filled)

General Description

The Division of Adult & Continuing Education at LaGuardia Community College of the City University of New York (CUNY) seeks an Employment Specialist to join the Center for Future of Work: NYC Accelerated Workforce Recovery Hub teams. The Employment Specialist will develop and manage relationships with potential employers that will create job openings that are complementary to the participants' skills and career advancement goals in sectors related in the Center for Future of Work: NYC Accelerated Workforce Recovery HUB grant which currently include: Central Service Technician, Electrical 1, Pharmacy Technician, Quickbooks, and Certified Clinical Medical Assistant. The Employment Specialist will also coach program participants in job readiness skills and will match them with jobs in the appropriate sectors through building relationships with employers and tracking employment prospects throughout the New York City area. This position will report to the Associate Director of the Career and Technical Education Center.

Responsibilities include, but are not limited to the following:

Employer Partnership Development:

- Actively research, engage, and cultivate relationships with new employers
- Create and manage database of employer contacts
- Assist with coordination and scheduling of industry related events including job fairs, host on-site employer visits, and conduct in-the-field employer recruitment
- Identify services to better meet employer needs
- Review and evaluate efficacy of marketing materials

Job Placement/Readiness:

- Liaise with potential employers to match participants with available job/ internship openings
- Arrange interviews with potential employers for participants
- Assist students by conducting resume/cover letter critiques and job/ internship search strategies as well as providing guidance regarding application procedures.
- Engage with and follow up with participants during their job search and after job placement to ensure

success

- Engage with and follow up with employer partners during students' job search and job placement process to get feedback on candidates resumes and interview performance
- Manage and maintain student/ employer database to track participants' employment and internship status
- Provide critical feedback to students from employer partners and help match students to specific roles in the organization
- Meet with program stakeholders, including LAGCC program teams and grant partners, to provide updates on job placement and participant challenges and successes.

Employment Research:

- Utilize various resources (newspapers, internet, agencies, chambers of commerce, etc.) for job leads related to training
- Research the labor market in NYC using real-time Labor Market Information (LMI) tools and other resources, and identify opportunities for program and curriculum development based on that research
- Consistently utilize real-time labor market information tools to locate employment opportunities for participants

Program Support:

- Lead in the screening of applicants recruited for the program
- Serve as a liaison between the program stakeholders and collaborate with other employment specialists' colleagues within the Division
- Complete all funder required paperwork and reporting
- Work collaboratively to ensure grant milestones are met

Other Duties

Qualifications

- Bachelor's Degree required
- 5-10 years of directly related experience, or equivalent combination of education and experience in workforce development, business development, education, or a related non-profit field.
- Successful track record of placing workforce training graduates into training-related employment
- Incredibly strong program design and management skills, including ability to set milestones, and achieve goals.
- Existing relationships with businesses in the healthcare, construction, and small business sectors
- Documented experience tracking employer and participant activities and outcomes
- Demonstrated computer skills and experience with standard desktop tools (e.g.: MS Office, Zoom, Slack, database, program management software)
- Passion for helping others and enthusiasm for employment and labor market issues
- Ability to multi-task in a fast-paced, target oriented environment
- Excellent written and oral communication skills
- Ability to communicate effectively with people of diverse cultures and backgrounds
- Experience presenting to business/industry

