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<b>Job Title</b>	Job Placement Specialist
<b>PVN ID</b>	QB-2111-004412
<b>Category</b>	Instruction and Social Service
<b>Location</b>	QUEENSBOROUGH C. C.
<b>Department</b>	Office of Continuing Education & Workfor
<b>Status</b>	Part Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	5.00
<b>Closing Date</b>	Mar 31, 2022 (Or Until Filled)

## General Description

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Queensborough Community College's Office of Continuing Education & Workforce Development was awarded a new grant by the NYC Department of Youth & Community Development (DYCD) to offer a Certified Hemodialysis Training (CHT) Program to out-of-school youth between the ages of 18-24. This Train & Earn Program seeks to hire a Job Placement Specialist as a dedicated resource supporting a newly launched workforce development program. This part-time position requires a person with energy, creativity and dedication to supporting participants in gaining training/employment. The position presents an opportunity to play an important role in the shaping/directing the strategy of this new program.

## Other Duties

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The Job Placement Specialist will have experience serving young adults and 18+ person(s), preferably in higher education and/or community center settings. A minimum of 3 years of workforce development experience, relationship building, strong collaboration/organization skills, or 5 years of successful workforce development experience are required as are strong organizational and oral and written communication skills.

## Qualifications

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### Duties/Responsibilities

- Develop outreach initiatives to recruit program employer partners in the allied health care field through educational materials, presentations, one-on-one contact, cold calls and letters.
- Identify and build knowledge of relationships with NYC private and public sector organizations (including employers, training/education partners and other workforce development programs) to establish opportunities for employment, internships, job and skills.

- Assist in preparing, revising or creating a resume and cover letter for client.
- Assist in completing job applications, as needed.
- Participate in internal/external networking events, job fairs, community outreach, etc.
- Communicate job leads by phone, text and/or email.
- Consistently look for appropriate jobs for assigned clients.
- Advocate for our clients by selling their strengths to employers.
- Assist on job interview preparation and attend interviews.
- Communicate with employers, on your client's behalf, as needed.
- Assist in expanding or narrowing the job search criteria, as needed.
- Prompt return of phone calls, texts and/or emails we receive from you (within 12-24 hours).
- Cold calling at various employers to determine if they are hiring and to confirm hiring processes.
- Keep Program Director up-to-date (verbally and in writing) of client and/or program related issues, problems, concerns.
- Perform other program-related duties as assigned.