

Job Description: Employment Specialist

REPORTS TO: Employment Services Coordinator
PROGRAM: Workforce Development
DEPARTMENT: Education and Career Development

The SoBRO Education and Career Development (ECD) Center offers cutting-edge adult and youth programs, which focus on education, literacy, career exploration, and leadership development. In addition, ECD offers extensive work readiness training and job placement services for adults.

Our mission is to engage youth and adults in quality educational, leadership, career exploration and employment programs that meet the demands of today's skilled-based workforce in order for families to achieve economic independence.

SoBRO is seeking a skilled Employment Specialist to develop employment opportunities for our participants.

Primary Duties and Responsibilities:

- Identifies potential employers with a focus of developing employment opportunities for program participants
- Maintains placement quota of 12 participants into full-time employment on a monthly basis with an emphasis on retention of employment
- Keeps abreast of employer satisfaction by contacting employers regularly to provide placement follow-up as well as follow up to ensure participant satisfaction (all efforts must be documented)
- Recruits, assess, places and conducts employment readiness training when necessary
- Assists with the coordination of employment related events/activities; Career Fairs/Employer Advisory Committee, etc.
- Builds a relationship with participant's in order to build bridges to future long term job retention.
- Collects employment verifications from employers, participants and or services (i.e. Work Number, etc.)
- Provides Case Management support to assist participants eliminate barriers that can interfere with job retention
- Researches periodic reports of employment opportunities and employment trends in the labor market
- Prepares written reports on weekly basis of job development and placement activities
- Attends all appropriate meetings
- Performs other job related tasks as directed by supervisor

Qualifications:

- Associate Degree and two years of satisfactory work experience **OR** four years of satisfactory full-time paid experience in one of the following areas: sales, personnel/human resources, marketing, human services, advertising or other related fields.