



Position Title: Employment Specialist

Reports to: Director of Business Cultivation

Position Summary: The Employment Specialist is responsible for working with the Director of Business Cultivation to develop relationships with prospective employers within key industries and oversee the account management efforts needed to support hiring of trainees into living wage employment. This individual works with a multi-disciplinary team to meet placement goals and ensure that trainees are prepared with all the skills necessary to enter a career pathway.

Position Dimensions:

Employer Partnerships

- Recruit and develop relationships with employers in key industries throughout Orange County to meet placement goals
- Serve as point-of-contact between Hope Builders participants and employers
- Support all efforts to leverage and identify new opportunities with existing employer partners by evaluating fit and success of current and past employees
- Provide on-going support to employers to address concerns and gather feedback on trainees' performance; mobilize Support Services team to address on-going social and emotional issues and other barriers to employment
- Generate revenue through employer relationships, including but not limited to:
 - Employer placement fees
 - On-the-job training fees
 - Training opportunities
- Work with Director of Business Cultivation to create and implement on-the-job-training programs that match industry standards while meeting training needs
- Maintain accurate, timely and multiple records in online databases

Placements

- Acquire complete job orders from employers and appropriately match trainees to open positions while maintaining and updating a database of job opportunities for trainees
- Work with Career & Education Coordinator to ensure employment readiness materials reflect employment market requirements
- Deliver effective presentations including job portal registration and employer informational meetings
- Conduct one-on-one interviews with trainees to determine their skill levels and suitability for employment
- Conduct employer premise site visits to gauge environment and fit of trainees
- Maintain current knowledge of the local labor market and employer needs
- Work with a multi-disciplinary staff to achieve placement, job retention, and employer satisfaction goals

Monitor Client Progress and Program Outcomes

- Maintain accurate client/program data to generate reports as needed

- Document each service, outcome and next steps, as well as any observations of clients' skills, job readiness, and/or growth opportunities into Apricot data management system. Ensure feedback loop to programs team
- Analyze and report monthly data as required to maintain accurate client and program-based statistics
- Document each placement, invoice and all receivables

Minimum Position Qualifications:

Educational & Technical Requirements:

- Familiarity with standard concepts, practices and procedures within the staffing industry or job development field (sales experience will also be considered)
- Excellent written and verbal communication skills
- Strong proficiency in computers including use of Microsoft Outlook, Word, Excel, internet, and web-based databases
- Bilingual English/Spanish
- Bachelor's degree required.

Skill and Experience Requirements:

- Minimum 1 years' experience in the job development or recruitment field. Relevant sales experience will also be considered
- Desire and ability to work with young adults who have multiple social/emotional barriers and are under skilled / under educated / under employed
- Effective at multi-tasking and able to make decisions in a fast-paced environment
- Possess strong negotiation skills
- Able to develop strong interpersonal relationships and appropriate rapport with all levels of internal management and client management teams
- Ability to provide effective feedback
- Able to prioritize tasks to meet individual and business goals
- Ability to work independently and be self-motivated

Salary & Benefits

This is a Full-Time, Salary/Exempt position, expected to work a 40 hour work week. Salary range related to experience. Full medical, dental, and vision benefits, including 401(k) retirement plan.

This job description is not intended to be all-inclusive, and employee will perform other reasonably related job duties as assigned by immediate supervisor and/or other management as required. It is not intended to be construed as an exhaustive list of all responsibilities.

This organization reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Employment at Hope Builders may be terminated at will by the employee or Hope Builders at any time with or without cause and with or without notice.

Submit to resumes2@tsjhopebuilders.org or by mail to

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