



Position: Career & Facilitation Specialist
Program: Out of School (OSY) Recreation Center Programs and Activities Pilot Project
Hours Monday – Friday 11:30 am – 8:00pm
CONTRACT THROUGH JUNE 30, 2020 – Program Extension Possible
Reports To: Sr. Manager
Positions Supervised: None

BACKGROUND: Founded in 1976, Towards Employment is a non-profit leader in providing innovative solutions to move people out of poverty and into quality jobs. Towards Employment (TE) has gained local and national recognition for achieving excellent outcomes through the hard work of its dedicated staff of 58 and a \$6.2 million annual budget and is growing. Towards Employment offers a continuum of support to low-income individuals preparing to enter the workforce or looking to advance from low-wage employment while also fulfilling the staffing needs of local employers.

ESSENTIAL DUTIES

Position requires ability to engage young adults and provide career coaching to include facilitation of job readiness sessions, and help move the young adult along a career pathway. This includes career exploration and guidance in development of their individual opportunity plan (IOP) which can include work experience and / or credential training, job search and ongoing retention support. Identify skill gaps and develop plans, including continuing education and work experience, to address these gaps in order to attain career goals. Work closely with case management staff in conjunction with the program Staffing Specialist, to ensure that pre-employment barriers have been removed and to facilitate job matching, retention, and advancement.

Responsible to facilitate job and career readiness activities in workshop setting and supports program participants who have multiple barriers to employment, to be prepared to seek, secure and retain employment. Has a working knowledge of Retention Strategies, the ability to facilitate trainings on topics such as: Communication Skills, Conflict Resolution, Team Building, Leadership Skills, Problem Solving, Stress Management, Time Management, given detailed outlines and supporting materials to follow.

RESPONSIBILITIES

1) Facilitating/Training

- Facilitate group sessions either at designated community recreation sites.
- Assist participants with job and career readiness module based activities.
- Prepare training materials for group sessions.
- Work closely with case manager to develop individual career goals and assist with the development of a job retention case plan.

2) Career Coaching

- Provide one-on-one career guidance and support during job search, including resume development, interview preparation, and post-interview follow-up, and monitor progress in job-search.
- Work with the Staffing Specialist to facilitate the job matching process which will result in job placement for program graduates.



- Once in permanent employment, maintain relationship with participants to ensure that they are succeeding on the job. This includes identifying and addressing potential barriers related to work/life balance, time management, transportation/clothing/housing/childcare issues; using the Case Manager as a resource as needed.
- Ensure proper documentation of employment needed for performance measurement.

3) Additional Responsibilities

- Input all case notes and updates within 48 hours of service delivery.
- Build relationships with managers and employees within the designated recreation centers leading to the success of the programming.
- Maintain both electronic and hard copy records on each served participant. Ensure the timely input of data
- Attend program team and organization meetings as scheduled and offered professional development trainings.
- Maintain performance, attendance, and other necessary records for participants throughout the follow-up phase.
- Perform all duties as assigned and/or required to achieve outcomes of contract and organization.
- Duties as assigned by Senior Manager or Director of Programs.

QUALIFICATIONS

- Minimum of a Bachelor's Degree in in related field or equivalent combination of education experience.
- At least 3 years' experience with career coaching, training and development, human resources, staffing agency and/or workforce development.
- Proven facilitation skills in an adult learning environment; must have experience applying participatory methods and ability to address multiple learning styles within each group
- Excellent communication skills (written and verbal) for relationship building and customer service
- Experience working with low income and young adult populations with barriers to employment desired
- Attention to detail, strong organizational, time management and problem solving skills.
- Ability to work independently, be flexible and dependable, demonstrate initiative and creativity.
- Commitment to Towards Employment mission and values.
- Proficient with computers, including Word, Excel, Power Point, Publisher, Outlook, and Internet

WORK ENVIRONMENT

- Work is performed in an offsite setting, primarily office environment. Local travel between centers is required.

For consideration, apply on ideed.com or send a resume, cover letter and salary expectations to hr@towardsemployment.org.