

Title: Employment Specialist
Hours: Part-time (22 hours per week, including one evening/week of Tue, Wed or Thr)
Date: July 10, 2019
Reports to: Director of Workforce Development

Responsibilities

- Place students/graduates into employment by helping them with activities such as:
 - Developing/maintaining and using of a resume
 - Learning work readiness skills
 - Searching for appropriate employment opportunities
 - Applying (online, via email, and in person) for jobs
 - Preparing for job interviews
 - Securing employment
 - Retaining employment
- Develop and maintain relationships with employers who can and will hire and retain Pathways students/graduates in entry-level and next step positions
- Work with placed students/graduates on job retention and advancement
- Responsible for working with Advising team to ensure they are aware of student goals and progress, address issues related to students' progress.
- Work with supervisor to maintain caseload
- Assist with maintaining job board
- Stay current on trends and resources in workforce development
- Document all work
- Other duties as assigned by supervisor

Minimum Qualifications

- Associates degree and related work experience
- Able to work with adult learners in a guiding manner, while maintaining professional boundaries
- Excellent communication, organizational and problem solving skills and detail oriented
- Strong writing skills
- Flexibility to work independently or as part of a team
- Bilingual in Spanish required
- Experience working in an office setting and proficiency in Microsoft Office

Interested Candidates

Email cover letter and resume to es@pathwayslynn.org Resumes unaccompanied by a cover letter will not be reviewed. No telephone calls please.

