



# Job Posting

April 2, 2019

## POSITION

Career Counselor; Level Up! Workforce Development

## EMPLOYMENT TYPE

Regular FT – 35 hours/week

## SALARY

\$39,000 - \$41,000, annually

## REPORTS TO

Director of Workforce Development

## ESSENTIAL DUTIES AND RESPONSIBILITIES

This position is responsible for 3 main priorities: Career Counseling, Job Readiness Instruction, and Partner Development.

Career Counseling includes (but is not limited to):

- A. Conducting assessments, providing ongoing support, and managing a caseload of ~25-40 participants.
- B. Supporting enrollment, offering resources, collecting data, and providing documentation as required.
- C. Reporting to the Director of Workforce Development and participating in supervision, strategic planning, performance reporting, administrative meetings – as well as other duties as assigned.

Job Readiness Instruction includes:

- A. Assisting members in resume development, cover letters, mock interviews and development of other job search tools.
- B. Collaborating with staff to schedule, support, and monitor participants through job readiness instruction, educational classes, vocational training, job search assistance, job placement, and retention services.
- C. Assisting with the facilitation of workshops, tracking performance data, and coordinating other membership events.
- D. Creating engaging content for students, staff, and grantors; copy -**edit others' work as needed.**

Partner Development includes:

- A. Engaging the overall partner network, maintaining existing relationships, and pursuing additional opportunities as needed.
- B. Working with partners to secure milestone verifications and build streamlined processes.
- C. Assisting the Director and other staff with reporting and resource development.

## COMPETENCIES

- Strong verbal and written communication skills (able to provide a work sample if requested).
- Working knowledge of workforce development, adult education, and/or eLearning curriculum design.
- Proficiency in Google Apps and MS Office (Outlook, Word, Excel, PowerPoint) desired.

## EDUCATION EXPERIENCE

Bachelor's Degree required

1-3 years of Social Work or Nonprofit experience strongly preferred

## HOW TO APPLY

Please send Resume and Cover letter to Keshia Jagdeo, Director of Empowerment Services at [kjagdeo@riseboro.org](mailto:kjagdeo@riseboro.org)