



**EMPLOYMENT SPECIALIST (TEMPORARY)  
EAST PALO ALTO CAREER CENTER**

**Temporary assignment: 12 – 16 week**

**Start Date: January 14, 2019**

**About JobTrain:** Located on the Menlo Park/East Palo Alto border, JobTrain is a private job-training center and accredited school (accredited by the Western Association of Schools and Colleges - WASC). JobTrain offers an array of vocational training programs, and computer and ESL classes for in-school and out-of-school youth. Our vocational training classes, academic support, and employment readiness programs are primarily geared toward individuals needing assistance with overcoming significant academic, career and personal challenges to be successful in school and work arenas. Funded by a combination of federal, state, and private-sector grants, JobTrain's programs, and services offer people an array of opportunities to move forward with accomplishing the first steps toward their educational and career goals.

**About the position:** The East Palo Alto Career Center is located at 2100 University Avenue at Donohoe Street. We are looking for a candidate who is excited about breaking new ground with a mindset of leading workforce development and job search in the community of East Palo Alto for East Palo Alto residents. This is a full-time position reporting to the Chief Program Officer at JobTrain. The candidate (Employment Specialist) must have proven experience working with the community and providing services to address those needs. Experience implementing: workforce development services; job readiness activities; and, successfully executing job development strategies that lead to gainful employment for residents of the City of East Palo Alto. The Employment Specialist must have the ability to work with local community-based organizations (CBOs) to link locals to job readiness skills programs and services and a demonstrated ability to both lead and build the capacity of driven, bright, candidates for outside jobs. The Employment Specialist must be able to help his/her internal team deliver measurable skills development, technical training completion, career advancement and job retention results that make our vision a reality. The successful candidate will have the skills, sensitivity, and cultural competence to tap into the richness and power that is each member of East Palo Alto's community. It is critical that the Employment Specialist have a creative spark that recognizes the changing needs of the community, and is able to adapt to advance the goals of the East Palo Alto Career Center.

**Responsibilities include but are not limited to:**

1. Work in partnership with the JobTrain's Chief Program Officer and Chief Operating Officer, and City of East Palo Alto, and designated officials to regularly review, revise, adapt and renew the goals and metrics; and, implement new processes and approaches to achieve those goals.
2. Develop and maintain a database of business prospects, employers, and related activity.
3. Develop and maintain on-going relationships to expand contacts with hiring managers and job recruiters to enhance job development activities and responsibilities.
4. Develop employment and internship/externship opportunities for East Palo Alto participants, and work with support team on placements.
5. Coordinate job development activities with other community-based organizations engaging in complementary activities to support East Palo Alto residents, choose, get and keep jobs.
6. Schedules daily prospecting/cold calls and face-to-face meetings with employers/employment recruiters.
7. Train and develop skills of volunteers.
8. Evaluate the effectiveness of the programs and services offered in meeting employer needs and where there are gaps, refine to meet the needs of employers.
9. Coordinate and schedule workshops, classes and other activities that are facilitated or delivered at the East Palo Alto Career Center.
10. Research labor market information to determine jobs and training needs.
11. Interview and evaluate participants for job readiness.
12. Perform career counseling to job seekers and help them make appropriate career decisions.
13. Assist the job seekers in developing a resume and conduct mock interviews for the job seekers to help them get a real experience of facing an interview and answering spontaneously.
14. Attend internal and external meetings.
15. Performs other related work as required.

**Job-Specific Competency Statements**

- Sales Ability – Ability to effectively network with others and influence them to change position and/or to convince them to hire individuals with barriers to employment—for example, individuals with criminal convictions, or those without a four-year degree.
- Analytical Thinking – Ability to anticipate problems and develop contingency plans to deal with them as well as evaluate and implement alternative courses of action.
- Persistence – Ability to continue a course of action in the face of adversity.
- Energetic – Ability to bring and sustain considerable stamina and vigor to all aspects of the work.

**Skills**

- Expert communication skills and counseling abilities
- Ability to coordinate with professionals from different backgrounds, working at different levels
- Knowledge of human resource management and recruitment procedures
- Skilled at establishing public relations and building up employment network
- Familiarity with variety of careers/professions, their responsibilities, and the required qualifications

- Updated knowledge about the job openings in all sectors and ability to access all sources providing information about job openings

### **Experience**

- Three (3) to Five (5) years of experience in job development, client relations, recruitment, workforce development, employment, and training or related experience in a for-profit or nonprofit organization.
- Knowledge of occupational conditions and trends;
- Knowledge of job development and workforce development strategies;
- Sales experience in the delivery of service such as staffing agencies;
- Proficient computer skills (MS Word, Excel, PowerPoint, Outlook);
- Excellent written, verbal, organizational, and interpersonal skills;
- Ability to handle several tasks simultaneously;
- Ability to work with or without supervision;
- Ability to market services, cold call with prospect clients;
- Ability to facilitate classes and/or training sessions;
- Demonstrated ability to problem solve;
- Ability to work as part of a team;
- Ability to work with youth adults, as well as adults from diverse economic, cultural, and ethnic backgrounds.
- Preference will be given to those who reside in East Palo Alto and meet the experience qualifications.

### **Education**

Completion of a Bachelor's Degree from an accredited college or university in business, marketing, psychology, or related field required. Master's Degree desirable.

Or

Completion of two years of college AND four (4) or more years as a Job Developer, sales, marketing or human resources professional.

### **Salary:**

DOE. Position includes medical, dental, and life insurance, as well as optional 403(b) plan.

### **How to Apply**

Interested candidates should submit a résumé and cover letter to [info@jobtrainworks.org](mailto:info@jobtrainworks.org). The position is now open and applications will be accepted until the position is filled. Successful candidates must have legal residency and work eligibility in the United States (per INS Form I-9 instructions).

**JobTrain will require the successful candidate to undergo a background check.**

JobTrain is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, religion, ancestry, physical or mental disability, marital status, sexual orientation, national origin, or language in its employment actions, decisions, policies, and practices.