



About JobTrain

Located on the Menlo Park/East Palo Alto border, JobTrain is a private non-profit job-training center and accredited school (accredited by the Western Association of Schools and Colleges - WASC). JobTrain offers an array of vocational training programs, computer literacy and ESL classes for adults and for 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 the opportunities to move forward with accomplishing the first steps toward their educational and career goals.

JobTrain seeks individuals who understand the dynamics of a non-profit organization, client driven services, and have a commitment to empowering low-income and underserved populations – helping those most in need succeed. This is a Full-time position at JobTrain.

About the Position

The **Outreach Specialist** will work under the direction of the Outreach, Admissions, and Resource Manager. The **Outreach Specialist** primary objective is to increase awareness about JobTrain's training programs and services, in the Tri-County area (San Mateo, Alameda and Santa Clara County) with the aim of increasing interest and enrollments in training.

The **Outreach Specialist** will also assist with daily operations in the Resource Center, fielding questions regarding training, conduct intakes in Salesforce, and assist job seekers in the Resource Center. First and foremost, the Outreach Specialist will be an emissary of JobTrain, who will focus on cultivating meaningful relationships with agencies and community based organizations. Together with the Outreach, Admissions, and Resource Center Manager, the **Outreach Specialist** will work on developing, implementing, reviewing outreach strategies, and evaluating and improving outreach tactics.

The **Outreach Specialist** will follow JobTrains' strategic plan as it pertains to recruitment and outreach outcomes. The **Outreach Specialist** will participate in the review of the operational and strategic plan as necessary and make recommendations for improving recruitment strategies and goals, as well as provide input and recommendations on daily operations in the resource center.

Duties and Responsibilities

Outreach

- Research and target organizations, agencies, and in the tri-county area that work with populations most in need.
- Work together with the Outreach, Admissions and Resource Center Manager to develop effective strategies and methods on implementing outreach strategies
- Develop and design collateral materials appropriate for targeted audiences
- Enter individuals, groups, and organizations into Salesforce and track leads, contacts, and interactions

- Represent JobTrain at community outreach events
- Become familiar with JobTrain training programs, services, and resources
- Host informational tables at special events
- Comfortable speaking to large groups.
- Attend outreach/recruitment/partner meeting and events
- Arrange informational presentations with organizations, agencies and CBO's
- Identify, register, and attend relevant community events including job fairs, neighborhood meetings, etc.
- Identify and develop relationships with referral partners via visits and correspondence
- Organize and conduct Job Readiness workshops for organizations' clients and consumers

Resource Center

- Monitor the computer use in the Resource Center
- Conduct student intakes – using Salesforce
- Complete new student registration requirements
- Learn to facilitate JobTrain's weekly New Student Orientation
- Assist job seekers that are computer challenged
- Answer questions regarding training programs and resource center use
- Assist job seekers with resume advice, filling out a job application, and other job search needs
- Conduct work readiness and other workshops
- Microsoft suite proficient
- Learn about partner programs and make referrals
- Maintain job posting on job board
- Maintain professional appearance of the job center
- Other related duties as required for the Program, Adult and Client Services Department

Qualifications

Experience: Experience working with outreach and marketing tasks including recruitment and community awareness campaigns. Experience working at the community level and engaging with the general public. Bilingual English/Spanish preferred.

Education: A bachelor's degree from an accredited college or university in education, counseling/psychology, social work, or other human services is preferred.

Other: Successful applicants will have excellent written, verbal, organizational, interpersonal communication, and computer skills. An equivalent combination of education and experience may be substituted for the above.

How to Apply

Position is now open until filled. Interested candidates should email a résumé and cover letter to info@jobtrainworks.org with **Outreach Specialist Position** in the subject line. JobTrain is an equal opportunity employer. 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.**