



Job Description

Culinary Arts Career Development Specialist and Job Developer

About JobTrain

JobTrain seeks individuals who understand the dynamics of a non-profit organization, client driven services, and has a commitment to helping those most in need to succeed. JobTrain's 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 Culinary Arts Career Development Specialist and Job Developer is responsible for case management in the Culinary Arts training program. This position is split between JobTrain's main campus in Menlo Park and another training location in Mountain View. The primary responsibility is to make sure that all enrollment requirements are completed, and that documentation is evident in client files. In addition to providing comprehensive case management, the CDS/JD must enter and maintain client information into JobTrain's salesforce database system. The success of clients and JobTrain is determined by the quality, consistency and accuracy of case management and successful job placement. The position requires individuals to also have knowledge and experience navigating the food and restaurant industry. In addition, the CDS/JD candidate is expected to have experience working closely with employers, developing solid relationships with industry representatives, and connecting graduates to employment and externship opportunities.

Duties

Duties may include, but are not limited to the following:

- Learn and use JobTrain's salesforce database.
- Complete student enrollment process and verify all requirements.
- Work with different service providers including interacting with food/restaurant industry representatives.
- Ability to handle a high volume of emails and phone calls in a timely manner.
- Represent JobTrain at events and speaking engagements promoting vocational training programs.
- Stay informed on developments and changes in the Food/Restaurant industry.
- Maintain vigilance in changes to state and federal requirements through attendance at appropriate seminars.
- Communicate with the Department Manager, and Director of Instruction and Career Development as needed on all issues related to training program needs and all matters related to Job Development.
- Other related duties as assigned by the Career and Job Development Manager and the Director of Instruction including providing support to class instructor.
- Act as a liaison between the Sheriff's Office and Work Furlough clients as needed.
- Travel between Mountain View and Menlo Park Locations will be required.

Responsibilities – Develop a working knowledge of:

- JobTrain orientation and ability to respond to questions raised.
- Informational interviewing for intake and counseling clients.
- Strategies for following up and engaging clients.
- Refer partners locally and in the wider Bay Area.

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- Create territory outreach plans on a weekly/monthly basis.
- Community to partners who provide complementary programs, services and supports.
- Supporting the planning of job readiness workshops.
- Other related duties as assigned.

Skills and Experience

- Must have a minimum of 1-year experience in a Food Industry/ Restaurant Setting and 1 year as a Case Manager.
- Must be computer-literate with competence in Microsoft Office Suite, and web applications.
- Must be detail-oriented and highly organized.
- Must be very reliable and trustworthy in handling confidential information.
- Must have a valid California Driver's License, Auto Insurance, and have own reliable transportation.

Qualifications

Experience: Extensive experience in community-based or corporate career development and training, or related field work as well as proven counseling a plus. Solid case management skills, experience and understanding of the establishing and maintaining externships with care facilities and clinics.

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

An equivalent combination of education and experience may be substituted for the above.

Other: Successful applicants will have excellent written, verbal, organizational, interpersonal communication, and computer skills.

Compensation and How to Apply

A competitive salary and benefits package is offered. Interested candidates should submit a résumé and cover letter to info@Jobtrainworks.org. Candidate should enter **Culinary Program Career Development Specialist and Job Developer** in the subject line of the email. 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.**