



**Employment Specialist (Permanent - Full-Time - Exempt)
San Jose, CA**

About JobTrain: Headquarters are located on the Menlo Park with satellite location Career Centers in East Palo Alto and San Jose. 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, workshops, career center services, ESL classes and programs and services 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 opportunity to move forward with accomplishing their educational and career goals towards achieving full economic mobility.

About the position: The Santa Clara County Career Center is located at 1560 Berger Drive, in San Jose, CA. The Employment Specialist position is responsible for supporting the operations of the Santa Clara County Career Center and perform activities to help clients choose, get and keep gainful employment. We are looking for a candidate who is excited about breaking new ground with us in the field of workforce development and working with people who are homeless or formally homeless begin the steps towards education, training and career goals. This is a full-time position reporting to the Santa Clara County Regional Director. The candidate must have proven experience working with people who have barriers to employment 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 the clients we serve. He/she establishes and maintains working relationships with employers, industry organizations, and public agencies to source job openings and secure employment and vocational training opportunities for clients. He/She evaluates individual's background, skills, and interest and matches them to potential job openings or training programs. He/She coaches and prepares clients for interview and entry into the workforce.

Responsibilities, include but are not limited to:

- Business outreach and connecting employers with clients.
- Job placement and retention services
- Field questions regarding available training and resources available at/with JobTrain and partnering organizations.
- Assist job seekers with filling out a job application, and other job search needs.

- 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.
- Coordinate and schedule workshops, classes and other activities that are facilitated or delivered in various locations.
- Maintain professional appearance of the Career Center, including all client resources.
- Coordinate job development activities with other community-based organizations engaging in complementary activities to support client to choose, get and keep gainful employment.
- Schedule daily prospecting/cold calls and face-to-face meetings with employers/employment recruiters.
- Other related duties as required.

Job-Specific Competency

- 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.
- Trauma informed case management experience.
- Accuracy in maintaining client records using databases.
- 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.
- Up-to-date knowledge about the job openings in all sectors and ability to access all sources providing information about job openings.

Experience

- Knowledge of issues affecting individuals who are currently or formally homeless.
- 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.

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- 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 effectively with youth, adults, veteran and seniors, from diverse economic, cultural, and ethnic backgrounds.

Education

Bachelor's degree in Social Work, Human Services, Criminal Justice, Sociology, Psychology, Education, or related behavioral science field preferred.

or

Completion of two years of college AND four (4) years' experience in job development, client relations, recruitment, workforce development, employment, training or related experience in a for-profit or nonprofit organization.

or

Related 7+ years' experience in workforce development providing vocational or employment services, case management, skills assessment, employment coaching, job development, job placement, and retention services with the targeted population may be considered in lieu of a bachelor's or associate degree.

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. 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 does not discriminate against any employee or applicant for employment because of race, color, ethnic background, religion, gender, gender identity, gender expression, sexual orientation, age, marital status, physical or mental disability or national origin. Culturally and racially diverse or individuals with lived experience applicants encouraged to apply. Please let us know if you need accommodations or auxiliary aids for the interview process.