



## **JOB DESCRIPTION**

### **Career and Job Development Manager**

#### **About the Position**

This position supports the goals of the different training programs at JobTrain and works closely with the program staff. The main tasks will include managing and coordinating the delivery of the career counseling services provided to students while in training, and the job placement services after graduation; developing and implementing of innovative plans and processes to ensure and achieve the graduates' economic mobility after graduation; developing effective employer engagement processes. This position requires strong communication, managerial and organizational skills and will report to the Director of Instruction and Career Development.

#### **Responsibilities**

- Manages the Career Development Team and reviews work plans regularly.
- Carries out the mission of the career development team to provide career counseling services, referrals and job placement.
- Coordinates the development and the delivery of a formal career readiness curriculum and ensures standardization across all training programs.
- Assists in the delivery of the career readiness curriculum as well as other Essential Skills workshops as needed.
- Assists students as needed with career development and planning processes, including obtaining career information, current opportunities for employment and hiring practices, and making the transition from school to careers.
- Coordinates career development with all other client services to ensure maximum benefits to the students.
- Plans and implements Technical Advisory Committees engagement along with the career development team members.
- Ensures effective, cooperative and innovative relationships with employers to drive the efforts of graduates' referrals.
- Monitors the job placement efforts and the processes of follow up in a timely manner to ensure program goals are met.
- Ensures effectiveness and accuracy of data collection and reporting.
- Monitors program specific grants and submits the reports in a timely manner.
- Manages a case load as needed.
- Performs other duties as assigned by the Director of Instruction and Career Development.

#### **Minimum Qualifications**

- Three to five years of experience Career development and case management or equivalent experience.
  - Completion of a bachelor's degree program at an accredited college or university.
- OR**
- An equivalent combination of acceptable training and experience may be substituted for any of the above requirements.

#### **How to Apply**

Interested candidates should submit a cover letter and résumé to [info@Jobtrainworks.org](mailto:info@Jobtrainworks.org). The position is open, and applications will be accepted until the position is filled. JobTrain is an equal opportunity employer. JobTrain may require the successful candidate to undergo an extensive background check before permanent employment is offered. Successful candidates must have legal residency and work eligibility in the United States (per INS Form I-9 instructions).