



Employment Specialist Job Opening

Position Summary

SE Works is seeking a full time Employment Specialist to work with Career Coaches and referring agents to assist participants in finding internships that provide work experience training and skill development. The Employment Specialist works with businesses to establish work site placement opportunities for internship candidates. The Employment Specialist works with internship candidates to develop placements that are individualized and consistent with each participant's career path and vocational goals. The Employment Specialist engages participants, Career Coaches, and employers and establishes trusting, collaborative relationships directed toward the goal of successful completion of the Work Experience training.

Position Requirements

- Associate's or Bachelor's Degree preferred. Three 3 years of related work experience can be considered for substitution of a degree.
- At least 3 years working with low income, multi-barriered populations in a workforce development capacity
- Knowledge of local labor market and hiring trends
- Effective oral communication skills and presentation skills
- Excellent written skills
- Excellent time management skills and ability to get the job done
- Calm and organized approach to work and deadlines
- Strong problem solving and group work leadership skills
- Ability to interact with people of all ages, styles and cultural backgrounds
- Excellent organizational and interpersonal skills
- Excellent computer software skills
- Ability to work independently and as part of a team
- Ability to work flexible hours

SE Works offers a competitive salary, employer-paid health insurances, a retirement plan, and paid time off, among other benefits.

If interested, please send a resume and cover letter to hr@seworks.org.

Submission Deadline: Open until filled.

SE Works is an equal opportunity employer. SE Works does not discriminate on the basis of race, color, religion, gender, age, national origin, disability, marital status, sexual orientation, political affiliation, or any other basis prohibited by law. Auxiliary aids and services are available upon request to individuals with disabilities. TTY 503-772-2332.