

# SBWIB, Inc.

SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.

A Private Nonprofit Corporation

The **SBWIB, Inc.** is an equal opportunity employer.

## **Career Services Coordinator – Job Developer (Adult Programs)**

### **JOB ANNOUNCEMENT**

\$23.46 - \$33.36

#### **Summary**

The South Bay Workforce Investment Board, Inc. (SBWIB, Inc.) is seeking an experienced, self-motivated, and well-organized Career Services Coordinator/Job Developer to assist with job development for our **Adult Programs**. The ideal person is a productive high energy person that gets things done and is passionate about workforce development and the populations we serve. This person will be organized, confident, detail-oriented, comfortable working in a fast paced environment; proactive and able to demonstrate dependability, promptness, punctuality and professionalism; can work independently – with or without direction; is a quick learner who can get the job done with a ‘can-do’ attitude and is good at building strong business relationships. Overall, this person is reliable, trustworthy and a person the team can count on to complete tasks in a timely manner and ultimately contribute to the successful achievement of goals for the department and overall organization.

*This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.*

#### **Salary & Benefits**

This is a full-time, nonexempt position (40 hours/week), generally with a starting hourly wage of **\$23.46**; however, wage may commensurate with experience. Our Company offers a comprehensive employee benefits package, which includes 75% health cost reimbursement (for employee only), sick and vacation time, holidays and a competitive 401k plan. *Employer is eligible for student loan forgiveness (PSLF).* All full-time employees are invited to participate in the company’s health benefits package after completing the 60-90-day employment introductory period.

#### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor’s Degree in Social Sciences, Business, Public Administration, or a related field; at least two (2) years of experience in the delivery of social service programs/job training and development or any satisfactory combination of experience, education and training which demonstrates the knowledge, skills and abilities to perform the below duties (education may be substituted by experience on a year-for-year basis). Reliable transportation with valid California Driver’s License and insurance are required. Must also be able to successfully pass background and reference clearances and follow all safety protocols enforced by the Company and as listed under the below *working conditions*.

#### **Required Skills**

- Must be enthusiastic, creative, and capable of effectively functioning in a professional work setting with various levels of staff, Boards or Partners, in group settings, and independently with little to no supervision;
- Must possess the ability to think quickly, strategically and execute new ideas in fast-paced environment;
- Must possess the ability to excel at details, work well under pressure and have great problem solving skills;
- Must have great organizational skills and the ability to manage multiple tasks and projects in an efficient and timely manner and be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency;
- Must have excellent verbal and written-communication skills;
- Must have outstanding people skills and be able to work collaboratively and positively with others of diverse backgrounds, opinions and needs;
- Must have experience working with or the ability to learn Microsoft Office software, including Outlook, Word, PowerPoint, and Excel and virtual meeting platforms such as ZOOM, Teams, etc.

#### **Essential Duties and Responsibilities**

Under the supervision of the Career Services Specialist, the Career Services Coordinator – Job Developer will be assigned to adult programs and responsible for case management and other duties, including but not limited to, the following:

- Initiate and maintain ongoing contact with businesses and industry representatives and job placement/training agencies to promote programs for participant placements; provide program information to various businesses and committees;
- Market, develop, outreach, and cultivate job openings with hiring managers, human resources personnel, and business owners for immediate and direct hiring of adults and/or youth with various employment and educational backgrounds, including ex-offenders;
- Make cold calls to potential employers to explain the benefits and employment support services provided by programs to employers, including addressing employer's special needs;
- Provide networking opportunities between agencies; assist in program presentations; serves as a member of various committees as requested;
- Research the Internet, newspapers, agencies, and other resources for job leads, participates in outreach and recruitment activities by coordinating and attending job fairs and provide labor market and community resource information;
- Locate jobs for participants who have successfully completed training programs; collects data from employers related to job orders including job requirements and skills; matches job skills with applicant qualifications;
- Assist participants in assessing their job skills for positions; administer and score standard career assessments; instruct in job seeking, application procedures, résumé writing, interview preparation and job retention skills and attitudes;
- Research various résumé programs and assist participants in preparing job search portfolio; provide job search/career information workshops and presentations; arranges for interviews;
- Refer qualified applicants to employers and conducts necessary follow-up when applicants are placed in positions; keeps updated regarding job fairs and Internet resources;
- Maintain contact with employers during the participants' employment and report results to appropriate staff;
- Monitor participant performance on the job and counsel participants when job performance is not satisfactory; work with participants to improve job performance and gain necessary job skills or reviews other employment options; coordinate business orientations when applicable; maintain contact with and assist in researching problems, complaints or concerns;
- Participate in client/program team meetings, conferences, and training activities; conduct off-site assessments, eligibility screening, and service delivery as required;
- Prepare forms and reports related to placement activities; tracks participant activity and progress data; may also include offsite service delivery;
- Assists in developing flyers, brochures and other methods to advertise job placement activities; coordinates and distributes information and materials for meetings;
- Assists in planning meeting agendas; assists in meeting set-up; keeps current with trends and maintains updated labor market information by researching Web sites, attends meetings and maintain contacts with various employers, professional/community organization and leaders and hiring representatives that are involved in job placement/training activities;
- Coordinate work-based learning activities including: company tours, paid/unpaid internship development, securing of job shadow opportunities and classroom speakers and market job seekers by visiting employers as applicable;
- Other duties as assigned

### **Working Conditions**

Applying for this position connotes an understanding and acceptance of duty in light of potential exposure relating to COVID-19 as you will be required to interface with multiple team members. Performing duties of this position will require wearing protective equipment (e.g. mask, gloves, etc.), and following protective measures enforced by the Company, City, County, State and/or Federal Authorities as it relates to current states of emergencies (e.g., pandemics) or the functions of this position. **Note:** Measures may change based on level of safety concerns. Employee may also be required to spend the majority of the day walking, standing, sitting at a desk, with some lifting and bending. Must have excellent time management skills, must be able to work well under stress and meet deadlines. Must also be able to travel to other locations for trainings, conferences and/or meetings within or outside our local area and occasionally statewide in which such travel may last one (1) or more days - if/as necessary. Reliable transportation, a valid driver's license and proof of insurance is a must. **Must be able to provide official proof of vaccination or religious/exemption status from a verifiable clergy or doctor with contact information and signature included. Employees with approved exemptions may be required to provide COVID testing once a week or more, if/as necessary, and as enforced by the Company and its Contractors, the County and other applicable laws, regulations or orders.**

### **How to Apply**

Send a cover letter and résumé to [apply@sbwib.org](mailto:apply@sbwib.org) for consideration. Recruitment for this position will end upon receipt of a sufficient number of résumés. Only those applicants with the most relevant qualifications and knowledge will be invited to participate in the oral interview. **No phone calls please.**

*The SBWIB, Inc. is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, sex, gender identity, national origin, age, mental or physical disability, medical condition, marital status, sexual orientation, pregnancy, ancestry, religion, military or veteran status, or any other status protected by law.*

*The SBWIB, Inc. provides reasonable accommodations consistent with its legal obligations. Therefore, applicants who may need reasonable accommodations or other assistance in relation to a disability or religion, at any point within the application process or thereafter if hired, should immediately inform SBWIB, Inc. by sending an email to [apply@sbwib.org](mailto:apply@sbwib.org).*