Summary
The South Bay Workforce Investment Board, Inc. (SBWIB) is seeking an experienced, self-motivated and well-organized Career Services Coordinator to provide case management assistance. This person will be responsible for helping our adult population overcome barriers of employment through career exploration, vocational training, work experience, and post-secondary opportunities in order to meet the needs of each individual. The ideal candidate will be organized, detail-oriented, comfortable working with diverse teams and will have great communication skills.

Salary & Benefits
This is a full-time position, 40 hours/week, with a starting hourly wage of $20.00-$23.85. Our Company has developed a comprehensive set of employee benefit programs to supplement our employees’ regular wages. Our benefit package represents a hidden value of additional income to our employees, which include a 65% health cost reimbursement (for employee only), sick and vacation time, holidays and a competitive 401k plan. 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 (experience may be substitute education on a year-for-year basis). Extensive Case Management, a valid California Driver’s License and reliable transportation are required. Must be able to pass a background clearance.

Essential Duties and Responsibilities
Working under the supervision of the Career Services Centers’ Manager the Career Services Coordinator (Case Manager) will be responsible for case management and other duties, including but not limited to the following:

- Provides direct service to program participants and is instrumental in coordinating various employment-related projects and events in collaboration with other employment services’ team members and other departments;
- Teach or assist in providing instruction of employment related classes to adult or youth participants;
- Coach participants to set and achieve appropriate employment objectives by identifying short and long term goals, obstacles determining occupational qualifications and mapping out strategies to achieve their goals;
- Help participants through the job search process, which may include providing knowledge and feedback of on the job search materials and skills as well as expose participants to employer contacts, internships and other short-term training opportunities, as appropriate;
- Contribute to the achievement of monthly, quarterly and annual employment and internship goals;
- Track participant activities, progress and results using client management and tracking systems;
- Assist in coordinating employment related volunteer recruitment and event planning efforts;
- Conduct research on best practices in career development models and labor market trends to ensure curriculum and approaches to workforce development are cutting edge;
- Perform other duties of a similar nature or level as required.
**Working Conditions**
Performing duties for this position may require spending the majority of the day walking, standing, sitting and/or driving back and forth to off-site locations. Reliable transportation and a valid driver’s license (and insurance if own vehicle) is a must. The Career Services Coordinator I must also be able to work well under stress and meet deadlines.

**How to Apply**
Send a cover letter and résumé to 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.*