



SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.

A Private Nonprofit Corporation

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

Career Services Coordinator I - Job Developer

Job Announcement

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 Youth Programs. The ideal candidate is a productive high energy person who 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 and working with diverse teams, has great communication skills, is proactive, can work independently – with or without direction, is a quick learner, has a 'can-do' attitude and is good at building strong business relationships. Overall, this person is reliable, trustworthy, punctual, and contributes 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 position (40 hours/week) with a starting hourly wage of \$23.46 – 25.62. 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 75% health cost employer covered medical cost, 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 with a degree in Business Administration or other related field and at least two years of experience in a similar position; or any satisfactory combination of experience 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. Must have great organizational, communication, writing, and reading skills; should also be proficient in various computer applications and programs (e.g. Microsoft Word and Excel). Must also be able to work collaboratively and positively with all levels of management and staff; have the ability to manage multiple tasks and projects in a timely manner, observe deadlines, adhere to reporting schedules, and work well under pressure. Must have reliable transportation, proof of vehicle insurance, and must be able to satisfactorily pass background and reference checks.

Essential Duties and Responsibilities:

Under general supervision of the Career Services Coordinator II-Job Development Supervisor or designee, the Career Services Coordinator / Job Developer will be responsible for:

- Marketing, developing, outreach, and cultivation of 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;

- Coordination of all 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, participating/coordinating of job fairs, cold calls, research, follow-ups, etc.;
- Match adult and/or youth job seekers to employers; screen potential applicants; directly arrange/coordinate interviews with job seekers and hiring managers, etc.; handle high volumes of job seeker industry questions, screening, recruiting, and problem solving;
- Communicate with an abundance of employers, business owners, community leaders and hiring representatives for purposes of hiring individuals;
- Carry out management's directives/decisions regarding program planning and the delivery of services;
- Work effectively with clients in evaluating career options, selecting appropriate training programs and developing individualized training and employment service plans; evaluate clients' progress and appropriateness of employment; provide employment preparation and retention activities, follow-up services, and general employment coordination duties; prepare and maintain accurate reports;
- Participate in client/program team meetings, conferences, and training activities; conduct off-site assessments, eligibility screening, and service delivery is required;
- Perform other related duties as necessary.

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 and visit numerous locations. Performing duties of this position will require wearing protective equipment (e.g. mask, gloves, etc.), and following protective measures as 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 and traveling to other office locations, with some lifting and bending. Must have excellent time management skills, 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.

- Employees must be Covid 19 vaccinated **or** present a weekly negative Covid test

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.