

job posting

Position Title:	Employment Specialist	Department:	Skills for Life and Work
Salary:	\$31,000 - \$34,000 DOQ	Scheduled Hours:	8:00 am – 5:00 pm Mon-Fri One evening weekday shift 10:30 am – 7:30 pm. Day TBD.

Position Summary:

Assist MFIP participants with resume writing, interviewing skills, and other employment related activities in order to achieve employment. Provide employment/job skills training. Facilitate workshops and Job Club activities. Establish and maintain working relationships with area employers. Provide job placement, transition and retention skills/training for participants with multiple barriers to employment.

Position Responsibilities:

1. Develop and implement life and work skills curriculum for classes.
2. Assist program participants with developing job readiness skills through classroom instruction.
3. Provide MFIP orientation in a small group setting.
4. Conduct group enrollment sessions and job search workshops.
5. Provide outreach, recruitment, program marketing, job coaching, attendance monitoring.
6. Establish and maintain relationships with local business partners.
7. Assist the Director in preparation and development of unsubsidized private and public sector jobs and post placement follow-up.
8. Maintain accurate and precise case notes for all case files including paper files and online databases.
9. Provide on-going support and direction to clients in achieving work performance goals and handling problems as they arise.
10. Communicate participant progress to the MFIP Job Counselor monthly through detailed case notes.
11. Maintain professional communications with program participants, employers, co-workers and others.

Qualifications:

Education: Bachelors degree or equivalent in Social Service or related field.

Work Experience: 2+ years experience training small groups of people in job seeking, entry-level skills, work ethic and other employment related skills. Experience working with populations from diverse cultures. Experience in a non-profit setting focusing on creating opportunities for women's growth and elimination of racism, leadership and power or a related mission is highly desired.

Other Qualifications:

- Ability to deal with confidential information
- Strong oral and written communication skills, interpersonal skills, planning and organizational skills. Strong attention to detail.
- Demonstrated professionalism and customer service skills.
- Strong analytical skills.
- Ability and willingness to respond efficiently and constructively to rapid change
- Computer skills including Microsoft Word, Excel, Outlook and databases.
- Ability to work in a team.
- Ability to work effectively with diverse populations and stakeholders.
- Demonstrated ability to work under tight deadlines
- Interruptions to work flow
- Work subject to precise measures of quality and quantity
- Concentrated attention over an extended period of time (e.g. 4 plus hours per day)
- Agree to mandated child reporting guidelines
- Valid Driver's License, proof of auto insurance and reliable vehicle

The YWCA St. Paul offers competitive salary and benefits for eligible positions. The YWCA is an Affirmative Action/Equal Opportunity Employer.

To apply, send letter of interest, resume, and salary requirements to:

Human Resources, YWCA St. Paul fax: (651) 222-6307
375 Selby Avenue email: hr@ywcaofstpaul.org
St. Paul, MN 55102 phone: (651) 222-3741

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