

# 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

#### 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. 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 with diverse teams, has great communication skills, is comfortable working in a fast paced environment, is proactive and 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.

*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.*

#### Compensation

This is a full-time position (40 hours/wk) paying an 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 or university with a Bachelor's Degree in Business, Public Administration, Social Science, or a related field; at least two (2) years of professional experience in the delivery of social service programs/job training and development 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 be able to demonstrate dependability, promptness, punctuality and professionalism; and an ability to communicate effectively. Must have good PC skills, especially MS Excel; be able to manage multiple tasks and projects in a timely manner and work well under pressure. Lastly, this person must be able to successfully pass background and reference clearances; have a valid driver's license, reliable transportation, current vehicle insurance and follow all safety protocols enforced by the Company and as listed under the below **working conditions**.

**Essential Duties and Responsibilities:** Under the supervision of the Career Services Centers' Manager or designee, the Career Services Coordinator/Job Developer's duties include, but are not limited, to the following:

#### ➤ **Job Development/Employer Support**

Initiates and maintains ongoing personal contacts with a variety of business and industry representatives and job placement/training agencies to promote programs for participant placement; makes cold calls to potential employers; explains the benefits and employment support services provided by programs to employers, including addressing employer's special needs; researches Internet, newspapers, agencies, and other resources for job leads; locates 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; refers qualified applicants to employers and conducts necessary follow-up when applicants are placed in positions; keeps updated regarding job fairs and Internet resources; researches various résumé programs; participates in outreach and recruitment activities by coordinating and attending job fairs.

➤ **Program Support**

Assists participants in assessing their job skills for positions; administers and scores standard career assessments; instructs in job seeking, application procedures, résumé writing, interview preparation and job retention skills and attitudes; assists participants in preparing job search portfolio; provides job search/career information workshops and presentations; arranges for interviews; provides labor market and community resource information; monitors participant performance on the job and counsels participants when job performance is not satisfactory; works with participants to improve job performance and gain necessary job skills or reviews other employment options; maintains contact with employers during the participants' employment and reports results to appropriate staff; prepares forms and reports related to placement activities; tracks participant activity and progress data; may also include offsite service delivery.

➤ **Communications**

Provide program information to various businesses and committees, and updates information as needed; coordinates business orientations when applicable; maintains contact with and assists in researching problems, complaints or concerns; provides networking opportunities between agencies; assists in program presentations; serves as a member of various committees as requested; 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.

➤ **Other**

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 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. **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 will be required to provide COVID testing once a week or more, 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).*