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<b>Job Title</b>	Employment Specialist
<b>PVN ID</b>	LA-2202-004553
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Workforce Education Center
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$55,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Apr 07, 2022 (Or Until Filled)

## General Description

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LaGuardia Community College's Workforce Education Center is seeking an Employment Specialist for the Summer Youth Employment Program (SYEP), which operates mainly during the summer months as well as additional programs that operate year-round. The programs are dynamic and highly engaging virtual and in-person programs that offer opportunities for young adults to learn new skills, explore potential careers and earn money. The Workforce Education Center is an arm of the Division of Adult & Continuing Education at LaGuardia Community College that works with youth and adults ages 14 and up who are in need of an internship, a high school equivalency diploma, community service experience, entry in to the job market or interested in entering college.

This position reports to the Director of the Workforce Education Center.

### Primary Duties & Responsibilities

- Develop a wide-range of jobs for youth ages 14-24
- Make current employment leads available to students seeking employment
- Conduct job readiness activities including resume development and revision, interview skills, job search, and program specific workshops
- Support and Case-manage a segment of participants active in the program and through follow up
- Build relationships with participants in order to build bridges to long term retention
- Keep updated information regarding job fairs and Internet resources and participate in outreach and recruitment activities by coordinating and attending job fairs
- Work with businesses, agencies and organizations to address employment barriers for participants
- Disseminate information; provide outreach and training to potential employers and participants
- Maintain necessary documentation records
- Performs other related duties as assigned by the Program Director and/or Senior Coordinator
- Maintain and update worksite and internship descriptions and maintain a job bank
- Call and/or visit worksites to ensure compliance with funder requirements and assess participant progress
- Assist with recruitment, enrollment, intake, and assessments related to training and work-readiness

programs

- Assess program participants to determine their job readiness and job interests
- Identify job opportunities for participants completing grant based programs, establish referral processes with employers and actively refer participants to other resources
- Actively research, engage, and cultivate relationships with employers and industry partners
- Maintain and contribute to a network of employer and industry contacts

## Other Duties

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### Essential Functions of the Position

- Ability to communicate both orally and in written standard form
- Knowledge of standard teaching practices, methods, and techniques related to employment
- Ability to prepare and maintain accurate records, files, correspondence, reports and other documents related to development of jobs
- Respond to inquiries and concerns in a timely and professional manner
- Complies with professional ethical standards
- Completes all necessary reports: including monitoring notes, data collection,
- Assists in obtaining competitive outcomes including jobs for individuals
- Understanding and demonstration of superior customer service; sensitivity to confidential matters
- Self-motivated individual who takes initiative and has the ability to learn quickly
- Strong organizational skills, detail oriented, and customer service skills
- Proficient with MS Office Suite including; Word, Excel, Power Point and Outlook
- Willingness to be able to follow a flexible work schedule

## Qualifications

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Bachelor's Degree and 3-4 years' experience in placing young adults in both internships and post-internship permanent jobs.

Experience working with diverse populations including individuals with varied levels of job readiness skills

**A background check and finger printing are required prior to finalizing an offer of employment.**