



JOB POSTING

DATE: February 4, 2021
POSITION: **Workforce Development Specialist – Full-Time**
LOCATION: Center for Transformative Change
HOURS: 8 am – 4 pm, Monday – Friday
FUNDING: Grant Funded for one year

WORKFORCE DEVELOPMENT SPECIALIST CENTER FOR TRANSFORMATIVE CHANGE

Full-Time/Grant Funded Position

The INN is currently seeking an experienced and highly motivated Workforce Development Specialist for the Center for Transformative Change (CTC). The ideal candidate will participate effectively in a fast-paced team-oriented environment to perform the following functions:

- Conduct assessments of INN guests who are seeking employment to identify interests, skills/experience, strengths/weaknesses and potential.
- Identify employers who may be interested in hiring and match guests with employers;
- Assist guests with creating successful resumes.
- Assist guests with employment applications.
- Organize and promote hiring events.
- Encourage/assist guests to access TASC programs and/or other educational/ employment training or support programs such as Access-VR, BOCES, Nassau Community College.
- Assist guests with interview preparation skills, understanding the basics of navigating employment benefits, tax withholding, time clocks and workplace etiquette as well as post-employment coaching.
- Participate as part of the CTC team to assist guests with employment-related support such as transportation, business attire, budgeting, and impact of employment on government benefits being received by some guests.
- Utilize resources such as the Apricot Case Management system and/or other methods of tracking and reporting results.
- Provide periodic reporting on programmatic results.
- Participate in the exploration of partnerships or collaborations with external organizations which may offer potential employment/employment training opportunities for INN guests.

Must possess relevant experience in human resources/recruitment, employment training/coaching or related area. Excellent technical, interpersonal and communication skills are a must. Bachelor's degree required plus a minimum of five years administrative experience. Bilingual Spanish highly desirable.

We offer a competitive salary and benefits package. If you have the passion and skills to succeed in this highly visible position, please send resume and salary requirements to:

HumanResourcesdev@the-inn.org or by mail:
Human Resources, The INN, 211 Fulton Ave. Hempstead, NY 11550/Fax 516-486-8105
EOE m/f/d/v