

**Position Description**  
**Employment Specialist**  
**Department: Community Education Center**

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**POSITION PURPOSE**

The Employment Specialist coordinates recruitment efforts with business and industry to provide employment for students through the Job Training Partnership Act (JTPA) and Greater Avenues for Independence (GAIN) programs.

**NATURE AND SCOPE**

The Employment Specialist is responsible for deciding the appropriate companies or agencies to contact for JTPA and GAIN programs, screening students and matching their skills to appropriate job openings, and developing promotional activities to bring the Community Education Center to the awareness of students and potential employers. Other decisions, such as approval of externships and field trips, conference and travel, and purchasing required materials, are referred to a higher authority.

**EXAMPLE OF KEY DUTIES AND RESPONSIBILITIES**

1. Researches, develops and screens potential employers in accordance with JTPA and GAIN policies and procedures; conducts presentations for potential employers to create awareness of JTPA and GAIN programs.
2. Handles student inquiries; provides employment counseling; prepares students proper interviewing and employment skills; assists students in removing employment barriers i.e., disabilities, felony records.
3. Coordinates employment workshops and presentations; develops motivational lesson plans for students searching for employment.
4. Posts and updates job opportunities on job board and in binders; updates and increases job opportunity mailing list.
5. Assists employers in identifying jobs that can be occupied by JTPA and GAIN students through specialized training; arranges field trips and meetings for students.
6. Designs and develops flyers to promote special activities at Education Center; develops mailings of special activities for employers.
7. Performs related duties as required.

**EMPLOYMENT STANDARDS**

**Knowledge:**

Knowledge of District policies and procedures

Knowledge of Federal, State and local laws and regulations governing funded programs preferred; economic and labor market conditions and trends

Knowledge of applicable federal and state labor laws and regulations including EEO, Affirmative Action, Americans with Disabilities Act

Computer literacy; various software applications e.g., Microsoft Office, WordPerfect

**EMPLOYMENT STANDARDS (cont'd.)**

**Skills and Abilities:**

Research principles and methods  
Employee interviewing and selection techniques; counseling techniques  
Strong analytical skills  
Strong problem solving skills  
Excellent written and oral communication  
Excellent interpersonal skills  
Ability to work independently  
Ability to work in culturally diverse community  
Management and organizational skills

**Education and Experience:**

A.A. degree in Business, Public Administration or related field  
2-4 years directly related experience; previous human resources or job placement and/or public relations and/or community liaison experience preferred

Valid California Driver's License

**Working Conditions**

Typical office environment