

GREATER WEST TOWN COMMUNITY DEVELOPMENT PROJECT



Adult Job Placement Employment Specialist

Job Description

Position Responsibilities:

- Liaisons with local companies to identify job opportunities for eligible area residents
- Recruits and screens intake candidates, assessing employment and education needs of low-income community residents
- Places community residents into employment, conducts follow-up for 180 days
- Assesses, assists, and places candidates into appropriate vocational training programs.
- Responsible for all required case file and program documentation
- Prepares job seekers for successful job search and interviews
- Networks with community agencies to provide access to supportive services for their clients

Qualifications/Requirements

- (1) Minimum of 1 year of successful workforce development experience; or 3 years of private sector experience hiring, supervising, and evaluating employees.
- (2) Demonstrated commitment to community service and previous experience working with low-income populations through prior professional and/ or volunteer experience.
- (3) B.A. or equivalent skills.
- (4) Excellent written and verbal communication skills required.
- (5) Basic computer proficiency including use of online database search and record keeping systems.
- (6) Prior experience with Workforce Investment Act (WIA) programs very helpful.

Salary and Benefits: This is a full time, permanent, career position. The salary range is from \$27,000 to \$35,000 per year based on skills and experience. The agency benefit package includes health, life, disability insurance; retirement plan; bonus program and educational reimbursement.

To Apply: Qualified candidates should submit a detailed cover letter and resume demonstrating how you **meet or exceed** each qualification/ requirement. Submit your materials via e-mail or mail to: jobs@gwtp.org. Please clearly indicate which position you are applying for in the subject line of the e-mail. If you prefer, you can mail your application materials to us at:

Human Resources
Greater West Town Community Development Project
790 N. Milwaukee Ave.
Chicago, IL 60642

The Agency: Greater West Town Community Development Project (GWTP) is a community-based economic development initiative expanding employment and education opportunities for low-income residents of Chicago's West Town, Humboldt Park, and West Side community areas. GWTP provides highly effective programs targeting the critical education, training, and employment needs of youth and adults, including: The West Town Academy Alternative High School, Woodworking and Shipping & Receiving Training Programs, and comprehensive employment referral and placement services. GWTP is an aggressive and effective advocate for the educational needs of at-risk and dropout youth and the job training needs of low-income, unemployed community residents. For more information, visit us at www.gwtp.org

Adult Job Placement Services Unit: GWTP's Adult Job Placement Services Unit provides comprehensive adult employment services including client skill and background assessment, case management, job placement, access and training in computer-based technology, year-long follow-up and supportive services. GWTP brings together solid experienced workers and motivated entry-level workers with local businesses who are looking for quality job candidates. GWTP's Adult Job Placement Services works with over 450 local companies to assist with employee recruitment and assessment.