



## JOB OPENING

**Job Title:** Employer Relations Specialist: CT P2E Program  
**Department:** Operations  
**Reports To:** Program Manager CT P2E Program  
**Classification:** Non-Exempt  
**Location:** Connecticut

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### SUMMARY

The Employer Relations Specialist will provide guidance, counseling, support and other employment related services to Platform to Employment program participants. The position will establish and maintain activities to develop and secure job openings with local employers, market the program and coordinate participant job placement activity with the P2E Program Career Coach. The Employer Relations Specialist will establish relationships with employers and businesses, promoting the services provided by the program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Identify employment opportunities and supervise program participants with the job search process, including job matching, establishing job clubs and related employment workshops.
2. Research, recruit and secure available employment opportunities with businesses promoting the services available through the Platform to Employment CT program.
3. Provide follow-up services to participants that have completed training services maintaining their connection to the program through job placement.
4. Represent The Workplace at events including chamber activities, job fairs and business expositions. Coordinate and host job fairs, employer recruitment, on/off site visits with employers to establish relationships and identify and develop job opportunities for participants.
5. Conduct worksite visits to monitor participant progress, complete progress reports and case notes as required.
6. Maintain participant records to include eligibility documents, assessment forms, referral logs and other documents as required.
7. Coach participants on resume writing, interviewing and job search techniques.
8. Research job market and employment trends.
9. Other duties as assigned

### **SUPERVISORY RESPONSIBILITIES**

Responsible for own work and not required to direct or supervise other personnel, but may occasionally instruct or show another employee how to perform the work.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree or equivalent from a four-year college. At least one year of related experience.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **COMPUTER SKILLS**

The ability to understand more advanced computer skills and be proficient in the advanced knowledge of software such as Microsoft Word, Excel, PowerPoint, Access.

### **OTHER SKILLS AND ABILITIES**

N/A

### **CERTIFICATES, LICENSES, REGISTRATIONS**

N/A

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To apply:

Submit Cover Letter and Resume to:

Lauren Kelman, Program Assistant, National Initiatives

[lkelman@workplace.org](mailto:lkelman@workplace.org)