

JOB OPENING

Job Title: WORKFORCE SPECIALIST - MILITARY TO MACHINIST
Department: Operations
Reports To: Vice President Operations
Classification: Non-Exempt
Location: Bridgeport, CT

SUMMARY

The Workforce Specialist must successfully conduct outreach at traditional and nontraditional sites to recruit veterans for manufacturing apprenticeships. This position is responsible for enrolling participants in the program and assisting veterans in overcoming barriers. The Workforce Specialist will also be charged with building community relationships to further recruiting and connecting veterans with education and training services, as well as, have an understanding of manufacturing and apprenticeship programs to make appropriate referrals. The Workforce Specialist position is responsible for the following duties:

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

1. Conduct outreach to various community locations to engage veterans for referrals.
2. Develop and maintain relationships with various regional community and faith-based organizations that can be a source of participants.
3. Screen and conduct initial eligibility using program guidelines.
4. Secure and process participant information during intake and the application process.
5. Become proficient in and use appropriate program data systems to screen applicants.
6. Track and report progress and outcomes and measures using the program data systems.
7. Develop a mutually agreed upon Career Plan to identify the participant's short term and long-term objectives; update plan as needed.
8. Develop partnerships with employers and with education and training providers to facilitate delivery of program services and assure positive outcomes for participants.
9. Maintain contemporaneous records of specified, relevant participant activities.

SUPERVISORY RESPONSIBILITIES

Responsible for own work and not required to direct or supervise other personnel but may occasionally instructor 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.

- Ability to network and build relationships.
- Ability to think critically about community engagement strategies and create innovative ideas for partnership building.
- Strong communication, computer, facilitation and organization skills.
- Strong presentation skills.
- Develop or have an understanding of all manufacturing and apprenticeship programs.

EDUCATION and/or EXPERIENCE

Bachelor's degree or equivalent from a four-year college in Human Services, Education or Business Management and/or three years of related experience and/or training; or equivalent combination of education and experience. Hiring preference to honorably discharged veterans.

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 as well as data management systems. The ability to define and solve technical problems.

OTHER SKILLS AND ABILITIES

The ability to read, speak and/or interpret Spanish is desired.

CERTIFICATES, LICENSES, REGISTRATIONS

N/A

To apply:

Submit Cover Letter and Resume to:

Lauren Kelman, HR Specialist

lkelman@workplace.org