



JOB OPENING

Job Title: EMPLOYER RELATIONS SPECIALIST: CT P2E VETERANS PROGRAM
Department: Operations
Reports To: Program Manager - CT P2E Veterans Program
Classification: Non-Exempt

SUMMARY

The Employer Relations Specialist for P2E Veterans will provide guidance, support and other employment related services to Platform to Employment Veterans 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. The Employer Relations Specialist will establish relationships with employers and businesses, promoting the services provided by the program to match Veterans with employment opportunities.

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

1. Identify employment opportunities and supervise Veteran program participants with the job search process, including job matching, job fairs, networking and other related employment workshops.
2. Research, recruit and secure available employment opportunities with businesses promoting the services available through the Platform to Employment Veterans CT program.
3. Provide follow-up services to Veteran participants that have completed training services maintaining their connection to the program until they have achieved their 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 Veteran participants.
5. Maintain participant records to include eligibility documents, assessment forms, referral logs and other documents as required.
6. Assist Veterans participants with interviews preparation prior to all interviews to maximize the chance for successful outcomes.
7. Research job market and employment trends and stay connected to the local American Job Center

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.

- Veteran with existing experience assisting Veterans to reenter the workforce.
- Certified Professional Résumé Writer preferred or willingness to obtain this credential
- Comfortable making outgoing phone calls to business and organizations
- Knowledge of ETO, and Dropbox preferred

EDUCATION and/or EXPERIENCE

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

COMPUTER SKILLS

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

OTHER SKILLS AND ABILITIES

N/A

CERTIFICATES, LICENSES, REGISTRATIONS

N/A

To apply:

Submit Cover Letter and Resume to:

Lauren Kelman, HR Specialist

lkelman@workplace.org