



## SEEKING VP OF CAREER AND EMPLOYMENT SERVICES

Ruth & Norman Rales Jewish Family Services (JFS), located in Boca Raton, Florida, is currently seeking a **VP of Career and Employment Services (CES)**. This position is responsible for directing and managing a comprehensive career and employment services program with a staff of four people. Our CES program was started in 2013 and provides job candidates with employment-related workshops and support groups, individual job coaching, resume development, interviewing skills, job readiness training, job placement, networking opportunities and resources for further education and training. This position will also develop and implement new programming as needed and work to develop strong relationships with employers.

Required Education and Experience:

- Graduate degree preferred in Social Work, Mental Health Counseling, HR or Business
- Minimum 5 years of experience supervising staff
- Minimum 5 years of experience in workforce development
- Hands-on experience with project management and budgeting
- Ability to work extended hours and some weekends as needed

Interested candidates should forward their resume and cover letter to Beth Levine, COO, [bethl@ralesjfs.org](mailto:bethl@ralesjfs.org)

For more information about JFS visit [www.ralesjfs.org](http://www.ralesjfs.org)