

Job Development / Marketing Associate

POSITION SUMMARY: The Job Development /Marketing Associate is a key support player in the operation of the program. The Associate will assist the Career Counselors in implementing the program. The program will function as a team and the Associate is expected to be a team player. This is a full-time position with the understanding that the role requires flexibility to work with two Career Counselors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsibilities include the following, and other duties may be assigned:
- Works under the supervision of the Career Counselors
- Maintains ongoing relationships with employers and posts their job openings
- Posts, activates, and removes job openings/positions on the Big Biller website
- Checks other online job sites for appropriate jobs for our candidates
- Conducts follow-up calls for Counselors to clients or employers as needed
- Sends out follow-up e-mails quarterly to all active job seekers and copies all staff
- Enters replies into database and advises Counselors on record of any changes
- Assists clients with registration on site as necessary
- Coaches clients on job search skills as needed
- Manages and updates status and workshop attendance information on the database
- Provides clerical assistance, case file notations and maintenance for Counselors
- Takes and records messages from voicemail for Counselors when requested
- Forwards client resumes to employers as directed by Counselors
- Performs minor revisions to client resumes as instructed and directed by Counselors
- Completes end of month stat reports
- Prepares for seminars including sending out e-mail blasts, preparing handouts, and registration and coordination with GMJF staff
- Attend and assist at workshops
- Operates Power Point presentation
- Advises communications departments of upcoming workshops
- Sends out follow-up surveys after workshops and shares results with staff
- Updates client records on database regarding workshop attendance
- Manages Social Media postings including Face Book and LinkedIn
- Must be proficient in Excel, PowerPoint and Zoom
- Performs other duties as requested and directed by the Career Counselors

SUPERVISORY RESPONSIBILITIES:

- None at this time

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Marketing or Counseling related field, required.
- Minimum four years administrative support experience, preferred.
- Non-profit experience, preferred; previous experience in HR or Recruiting a plus
- Strong organizational and time management skills
- Professional, self-starter, personable team player who is highly motivated
- Strong knowledge of Jewish religion and culture, preferred
- Excellent written communication skills and the ability to write clearly and informatively
- Excellent oral communication skills and the ability speak effectively to clients or employees of organization
- Bilingual, preferred (English & Spanish; verbal and written)
- Computer Skills – should have knowledge of Microsoft, Excel, Power Point, and Mail Merge, database management systems, and Social Media experience

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

- **Analytical** – Collects and researches data; uses intuition and experience to complement data; design work flow and procedures.
- **Technical Skills** – Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
- **Interpersonal Skills** – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting.
- **Teamwork** – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Ethics** – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizations values.
- **Organizational Support** – Follows policies and procedures; completes administrative tasks correctly and on time.
- **Judgment** – Displays willingness to make decision; exhibits sound and accurate judgment; supports and explains reasons for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **Planning / Organization** – Prioritizes and plans work activities; uses time efficiently.
- **Professionalism** – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **Quality** – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to insure quality.
- **Safety and Security** – Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

- **Adaptability** – Adapts to changes in the work environment; changes approach or method to best fit the situation; able to deal with frequent change, delays, or expected events.
- **Attendance/Punctuality** – Is consistently at work on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- **Dependability** – Follows instructions, responds to management directions; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; complete tasks on time or notifies appropriate person with an alternate plan.
- **Initiative** – Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.

ABOUT: Jewish Community Services of South Florida (JCS) is the foremost non-profit, human services agency whose mission is to improve the quality of life and self-sufficiency of the Jewish and broader communities throughout South Florida in accordance with Jewish values. Founded in 1920, JCS delivers exemplary social services through compassionate and comprehensive programs that help people stay healthy and productive.

PERKS: We are proud to offer a competitive benefits package to all full-time employees, including medical and dental plans. A generous vacation and holiday pay benefit and a 401(k) match is available. Staff receives monthly in-service training and CEU opportunities. This is a one of a kind opportunity for leadership in talent management to contribute to a team of mindful, caring and passionate people at work every day in service to our community!

JCS is a 501(c)(3) not-for-profit organization and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, disability, gender identity, gender expression, national origin, or veteran status.

Status: Full-Time/Non-Exempt

Salary: \$40,000