



## **Career Specialist**

**Job Title:** Career Specialist

**Department:** Career Services

**Reports to:** Director of Career Services

**Salary:** \$50,000

### **Summary**

Jewish Vocational Service of MetroWest is seeking a full-time Career Specialist to join our Career Services Department. Under the direct supervision of the Director of Career Services, this position is responsible for assisting individuals in all aspects of obtaining and maintaining employment including developing resumes, connecting with employers, assisting with the interview process. Additional tasks include running in-house and virtual groups for job seekers, maintaining accurate records and being able to write detailed reports documenting activities. This is a grant funded position.

### **Essential Functions**

- Assist job seekers in goal setting, identifying barriers and mapping out a plan leading to job placement or skill upgrades through either job training or educational enrollment to establish or advance their career.
- Perform client intakes including uploading client documentation (authorizations, plans and resumes.)
- Manage a caseload and provide job placement activities including career plans, resume preparation, interview preparation, and employer networking.
- Assist with virtual groups and employee networking events.
- Coordinate and facilitate with outside presenters for career search strategies and seminars for job seekers program.
- Serve as a liaison with religious and community organizations, collaborating to provide career resources, networking events, and professional development opportunities.
- Assist with marketing and community outreach.



- Maintain and track database of candidate information, job postings, local employers, and small business owners.
- Maintain accurate record keeping and write detailed reports documenting activities.
- Assist in preparing and submitting grant-related reports, including progress updates and outcome metrics.
- Work as part of a team, sharing job leads, training opportunities and collaborating on workshops, classes, group interviews and other initiatives as needed
- Ability to motivate and support clients from a wide variety of backgrounds and ages.
- Perform other duties consistent with program needs and not calling for materially different skills.

### **Preferred Qualifications & Experience**

- Bachelor's Degree a must
- Strong working knowledge of Microsoft Office Suite, Constant Contact, data management, along with marketing, social media and job search platforms
- Ability to work effectively with staff and clients from diverse cultural, religious, socio-economic, ethnic and educational backgrounds is required
- 2 years minimum of experience working with individuals with barriers to employment strongly desired.
- Excellent phone skills, including willingness to cold call organizations and individuals to introduce JVS and our clients.
- Strong interpersonal, communication & organizational skills are required
- Demonstrated experience with public speaking, networking, and marketing.
- Ability to deal tactfully and effectively with a diverse group of clients at all levels of the organization
- Demonstrated and effective presentation and facilitation skills are required
- Knowledge of community resources and web-based resources preferred