



Position Vacancy Announcement

Today's Date: 5/28/2019 **Posting #:**8527

Job Title: Career Development Facilitator

Location: **Community Job Hub**

FLSA/Code/Status: Nonexempt/ 1223/CUB
unrepresented

Salary Range: \$35,299-\$48,401

Status Full-time with Benefits

Position Overview:

The Mayor's Office of Employment Development (MOED) coordinates and directs workforce development initiatives responsive to the needs of Baltimore City employers and job seekers in order to enhance and promote the local economy. The **Career Development Facilitator** job responsibility involves providing a variety of supportive employment services designed to enhance participants' employability and will serve as a team member of the Community Job Hubs which help and serve citizens in distinct neighborhoods in Baltimore City. Two primary functions of this position is having the tools to successfully prepare people for work which includes a combination of the following: career counseling and coaching, comprehensive assessment, employability skills, development planning, motivational job readiness workshops and job placement; and developing strong partnerships in the community to identify resources for those that needed them. Must be able to become knowledgeable and able to promote ALL of MOED services and training strategies. Must be a self-starter with the ability to work independent of daily supervision. Seeking someone who is compassionate and empathetic; highly organized, has a positive attitude and a willingness to jump in and get the job done. This position travels throughout the community and will set up events that may take place indoors/outdoors to meet, speak with, and educate everyone about the availability of employment and training services.

About the Mayor's Office of Employment Development (MOED)

The mission of the Mayor's Office of Employment Development coordinates and directs workforce development initiatives responsive to the needs of Baltimore City employees and job seekers in order to enhance and promote the local economy. Our vision is for every City resident to maximize his/her career potential and all employers have the human resources to grow and prosper.

Essential Duties and Responsibilities:

- Conduct workshop sessions which seek to provide job readiness training(i.e. Work Habits & Behaviors, Technology & Job Search, Communication & Interpersonal Skills and Presentation & Interviewing)
- Able to write a resume, prepare individuals for jobs, how to apply on line and coach them through the process
- Recruit and screen jobseekers for job opportunities developed by the CJH BSR and/or other job announcements
- Assess customers' employment needs, skills and abilities, identify support services and provide linkages/referrals to One Stop or other community organizations
- Promote the CJH services to faith-based, community-based and other community organizations
- Regularly attend and host an information table at Community Outreach events (i.e. community association/town or partner program events and meetings etc.)
- Achieve monthly performance goals for enrollments, referrals, job placements, workshops and outreach
- Assist jobseekers with accessing various web-based platforms such as MWE, O*NET Online,

- MOED Website
- Monitor, track and document customer progress through the Maryland Workforce Exchange (MWE), VOS Greeter system and 21st Century
- Conduct regular follow-up calls to jobseekers for job placements and/or promote other services;
- Submit monthly activity report and performance outcomes
- Perform other duties as required.

Knowledge, Skills and Abilities:

- Ability to develop, foster and maintain effective working relationships with MOED partners, program participants/ customers and co-workers
- Strong verbal and written communication skills to include presentation skills
- Solid organizational skills to include time-management skills to execute work assignments on time and in the format required
- Professional and timely use of email and phone communications
- Proficient in MS Word, Excel, Outlook and Powerpoint
- Capacity to learn and use designated software programs as required
- Ability to conduct outreach and engage with community residents

Required Education & Experience:

- Experience working with disadvantaged communities,
- Demonstrated knowledge of and relationships with community-based organizations
- Two years of customer service and or working with the public. Bachelor's degree preferred.
- Two years of experience in case management, counseling, coaching or job development in human services and/or workforce development field
- Equivalent combination of acceptable education and experience
- GCDF Certification preferred but not required

Special Requirements:

- Ability to connect with a wide range of people and to interact sensitively, effectively, and professionally with individuals from diverse cultural, socioeconomic, and educational backgrounds
- Enjoys working within the community
- Familiarity with Workforce Development and supportive services within the community
- Detail oriented, flexible, and ability to manage multiple tasks
- Ability to work collaboratively with a team
- Must complete pre-employment requirements which includes a criminal background investigation and drug screening.
- Ability to travel throughout the city

Interested applicants may submit their resume

via email: resumes@oedworks.com please place job title and posting number in the subject line

via fax: to 410-396-8132; please place job title and posting number on fax cover

via mail: 417 E. Fayette Street, Suite 468, Baltimore, MD, 21202- Attn HR;.

MOED is an Equal Opportunity Employer.

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