

# JFCS Employment Opportunity



**JEWISH FAMILY AND CHILDREN'S SERVICE OF MINNEAPOLIS**

Family Service Division

JVS Division

## **CAREER DEVELOPMENT PROGRAM COORDINATOR**

Full Time 37.5 hours per week

**Summary:** The Career Development Program Coordinator reports to the SCSEP Program Manager. This position is responsible for marketing and providing career development services, as well as job search assistance and employment development to varied customers. In addition, this position will market the existing services to potential consumers and serve as a resource referral.

### **Responsibilities:**

- Accurately assess clients' interests, aptitude, skills, and barriers to employment.
- Help clients develop career development and re-employment goals and strategies.
- Evaluate appropriateness of training options, advise clients on different training programs.
- Research employment opportunities and network with employers to facilitate clients' job search.
- Assist program participants in their job search.
- Provide information and assist clients to access appropriate support services to address and solve barriers to employment.
- Market the program to potential clients, community agencies, organizations, and educational institutions.
- Develop collaborations with other community organizations to achieve program outcomes.
- Promote program through personal contacts, telephone calls, public speaking, and advertising materials.
- Educate community at large about the potential benefits of the program.
- Recruit, screen, and train volunteers for the program.
- Coordinate services with Program Manager and other staff.

### **Requirements:**

- Masters degree in psychology, social work, education, or related area, preferred, Bachelor's degree is required.
- GCDF certification is preferred.
- Prior experience in project coordination is preferred.
- A minimum of two to three years' experience in vocational counseling, employment development, communal services, or related field is required.
- Must have use of car, current drivers license, auto insurance with appropriate coverage limits and clean driver record.

Please submit cover letter and resume to Tammy Katz, Director of Human Resources. E-mail [tkatz@jfcsmpls.org](mailto:tkatz@jfcsmpls.org) or fax to 952.546.1679. Please specify the position you are applying for.

For more information on this position, see [www.jfcsmpls.org](http://www.jfcsmpls.org). AA/EEO