

## **ADULT CAREER SPECIALIST – MARSHALL OFFICE**

The Adult Career Specialist will promote employment and training opportunities to support program participants in obtaining self-sufficient employment through training and job search assistance.

*Responsibilities:* Outreach, recruitment and enrollment of participants in the program. Assess individuals' abilities, skills, interests, vocational strengths and weaknesses, and job readiness. Maintain effective working relationships with all training institutions, community partners and employers. Provide assistance with goal setting, training, resume preparation and job search. Must have reliable transportation to travel within a 4-county area.

*Qualifications:* Related experience and/or education equivalent to an associate's degree or higher in social services, counseling, Human Resources or related areas. Familiarity with employment and training programs helpful. Computer knowledge required. Bilingual skills a plus. Diverse candidates are encouraged to apply.

Please send a letter of interest and resume by EOD on Monday, November 4th to Tim Jones, SW MN Private Industry Council, 607 West Main Street, Marshall, MN 56258 or via e-mail at [tjones@swmnpic.org](mailto:tjones@swmnpic.org).

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