

CAREER PATHWAYS/CAREER SPECIALIST – MARSHALL OFFICE

The Career Pathways/Career Specialist will engage employers, promote free training opportunities for eligible participants, case manage and support program participants in obtaining employment in occupations in demand, primarily in the clean energy and healthcare industries.

Responsibilities: Outreach, recruitment and enroll participants in the program. Assess individuals' abilities, skills, interests, vocational strengths and weaknesses, and job readiness. Provide assistance with goal setting, resume preparation and job search. Establish and grow effective working relationships with all community partners and employers. Engage employers in the development of training courses and job placement. Must have reliable transportation to travel within a 14-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 Friday, November 15th to Tim Jones, SW MN Private Industry Council, 607 West Main Street, Marshall, MN 56258 or via e-mail at tjones@swmnpic.org.

An Equal Opportunity Employer/Provider. A Proud Partner of the American Job Center Network. Upon request, this information is available in alternate format.