

CAREER SPECIALIST – MARSHALL OFFICE

Full-Time | Make a Difference in Southwest Minnesota

Are you passionate about helping people build meaningful careers? The Southwest Minnesota Private Industry Council (SWPIC) is seeking a Career Specialist to provide employment and training services, support career exploration and job readiness activities, and build strong connections between job seekers, schools, and employers. This position helps individuals achieve their education, training, and employment goals while promoting career pathways in high-demand industries.

Responsibilities: Conduct outreach, recruitment and enroll eligible participants in the program. Assess individuals' skills, interests, abilities, 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, Business, or related areas. Familiarity with employment and training programs helpful. Computer and communications skills required. Bilingual skills desired. Diverse candidates are encouraged to apply.

Please send a letter of interest and resume to Jenna Weyer at jweyer@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.