



## Job Description

**Department:** Asset Building

**Job Title:** Workforce Specialist

**Status:** Part-Time / 25 hours per week

**Supervisor:** Workforce Manager & the Director of Asset Building

**The Asset Building Department** at Lawrence CommunityWorks is helping families navigate the road of financial success. The department is home to financial and workforce group education and goal-based financial and career coaching. The Workforce Development Program is an innovative **Workforce Training and Job Placement Program** *servicing unemployed and underemployed adults of the Merrimack Valley*. The program works relentlessly and collaboratively across sectors to ensure that parents can make gradual progress toward self-sufficiency and toward their dreams for their families. We are seeking an individual with a passion for changing lives, someone who thrives being part of a high energy team, and has experience related to designing and delivering dynamic curricula.

### **Position: Workforce Specialist**

The primary responsibilities of this position are to coach jobseekers to achieve stable or improve employment and to conduct the marketing for the training program. The Workforce Specialist will accomplish this by providing employment coaching, matching jobseeker with job opportunities while, ensuring that the participant/jobseekers is taking part of department engagement opportunities in order to provide a one stop approach.

### **Responsibilities:**

- Assess employability of prospective jobseekers and match their skills to available employment opportunities
- Develop and maintain knowledge of the local and regional labor market
- Assist jobseekers with job interview preparation and the creation of resumes
- Increase jobseekers hard and soft skills in order to help them get and/or keep a job
- Facilitate Job Search Group
- Connects students with employment that matches their skills/interest
- Job Placement Retention
- Ensure that program outcomes and progress are being achieved as required by funding sources and collaborative efforts
- Coordinates and executes marketing and outreach activities to reach program enrollment goals
- Maintain accurate and detailed records on our databases
- Connect students and participants to other LCW Network opportunities
- Other tasks as assigned by Department Director

### **Qualifications and Skills:**

- Bachelor's Degree preferred
- Bilingual English and Spanish required



## **Job Description**

- Skilled at taking initiative, problem solving and working independently
- Excellent organizational skills
- Self-starter and independent worker
- Communicate professionally and effectively with the diverse stakeholders
- Proficient computer skills
- Skilled at building relationships to work effectively as part of a team
- Dependable and flexible
- Must have transportation and be available to travel

How to Apply: Send Cover Letter & Resume to: [recruiting@lawrencecommunityworks.org](mailto:recruiting@lawrencecommunityworks.org)

Lawrence CommunityWorks

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