

Job Title	Next-Gen Employment Specialist
Employer/ Agency	Conservation Corps Houston
Job Description	<p><i>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and basic tasks.</i></p> <p><i>Under the direct supervision of the Workforce Development Manager, the Employment Specialist will perform the following functions:</i></p> <ol style="list-style-type: none"> 1. Develop and maintain a robust employer engagement plan that increases placement and retention metrics for participants enrolling in industry-related, middle-skill occupations; 2. Identify potential partners based on industry needs and standing employer relationships through existing programs, local workforce investment boards, Chamber of Commerce, economic development organizations, trade associations, National Service programs, and non-profits; 3. Develop a partnership database of key partners and community contacts to maintain institutional memory; 4. Develop an employer-based value proposition and curate outreach material & presentation to target future partnerships. 5. Cultivate and maintain employer partnerships needed for career exploration activities and help to implement work-based learning experiences such as internships, on-the-Career training, Career shadows, apprenticeships, and direct-hire; 6. Develop and coordinate Professional Networking Programs to enhance participant interest in and connection to employment. 7. Facilitate communication between key industry partners and TxCC staff to align training programs with employment opportunities; organizing advisory councils or other formats for sharing best workforce-related practices; 8. Track and collect documentation of employment-related placements, enter the information in internal and external data bases, and provide data for grant reporting; 9. Write alumni success stories on a monthly basis and contribute to the narrative section of grant reports as needed; 10. Assist in developing and leading activities to improve participant Career readiness skills, including facilitation of career readiness classes; 11. Provide technical assistance to staff inclusive of best workforce-related practices including identifying a need to enhance soft and hard skills for TxCC members when applicable; 12. Participate and engage in advisory committees, training opportunities, and other networking events to ensure continuous improvement with employer connections and key partners that may positively impact program metrics; 13. Attend relevant team meetings;

Qualifications	<p><i>Minimum Required</i></p> <p>EDUCATION / CERTIFICATION:</p> <p><i>Bachelor's degree in a related field;</i></p> <p>EXPERIENCE:</p> <p><i>Three years of previous related experience working with opportunity young adults with a variety of lifestyles, behaviors, cultural and spiritual practices. Related experience in Career s training, youth development, working with contracts, reporting measurements, audit request, compliance, member coordination and, or working as a TxCC /AmeriCorps model;</i></p> <p>EQUIVALENT:</p> <p><i>High school diploma or GED and 6 years of work experience such as described in the essential functions and duties of the Career description.</i></p>
Employer/ Agency	Conservation Corps Houston
Salary/Hours	\$36,000 - \$40,000
Address	3130 Rogerdale Rd Ste 190
City, State, Zip	Houston TX 77042
Contact Person	Alison Westphal, MSW TxCC Houston Operating Site Director
Telephone Number	512-658-0147
Application Method	https://americanyouthworks.bamboohr.com/jobs/view.php?id=55
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

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