

Job Title	Workforce Developer/Job Placement Specialist
Employer/ Agency	Civic Heart Community Services
Job Description	<p>The Workforce Developer/ Job Placement Specialist will have dual roles serving to connect trainees to employment and working with hiring managers. The Workforce Developer/ Job Placement Specialist will remain in contact with the participant for the duration of the training program, monitor participant progress, and take steps to address issues that may influence a trainee's outcome. The Workforce Developer/ Job Placement Specialist is tasked with establishing relationships with instructional staff (regarding grades, attendance, and overall performance), charting progress and determining ongoing training needs. Once participants complete soft skills courses and receive certifications for training, the Workforce Developer/ Job Placement Specialist will connect the trainee with employers. The Workforce Developer/ Job Placement Specialist is responsible for creating and maintaining relationships with employers. This position will be responsible for building a rapport with potential and existing business partners, as well as arranging hiring managers to visit training facilities to display and discuss their company. The Workforce Developer/ Job Placement Specialist will offer workshops, host career days, and invite employers to meet upcoming graduates. The ideal candidate is a creative thinker capable of thinking outside the box to address participant needs.</p> <p><u>DUTIES AND RESPONSIBILITIES</u></p> <ul style="list-style-type: none">• Create and participate in employment outreach events.• Advocate for SSF trainees with employers.• Match and place trainees with employers.• Conduct and assist with monthly training and job readiness training events.• Submit monthly and weekly reports.• Create and implement tracking sheets for caseload.• Meet with employers and staffing agencies.• Invite monthly guest speakers.• Manage craft skills verification and certification process.• Manage craft training program on-site.• Work with construction management team to plan training and forecast needs.• Maintain training and certification records and publish monthly site reports tracking progress.• Liaison with industry associations and training providers as needed.

	<ul style="list-style-type: none"> • Perform outreach and liaison with education and workforce training partners. • Perform other duties as assigned.
Qualifications	<ul style="list-style-type: none"> • High school diploma or equivalent required, associate degree or higher preferred • Workforce development professional experience preferred.
Salary/Hours	\$43,000 - \$50,000
Address	3131 Emancipation Avenue Suite 400
City, State, Zip	Houston, TX 77004
Contact Person	Erica Davis
Telephone Number	713-374-1200
Email Address	edavis@civicheart.org
Application Method	https://civicheart.org/who-we-are/careers/
Opening Date	Immediately

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