



Ocean Bay Community Development Corporation (OBCDC) is currently hiring an **Employment Specialist**. OBCDC is a non-profit organization serving the residents of the Rockaways, with particular attention to those living in public housing developments, to promote self-sufficiency. The Employment Specialist will become part of an expanding organization with an opportunity for growth.

Responsibilities

- Coordinate job readiness workshops, Advise participants on job search and interviewing skills, assist in developing resumes and cover letters.
- Create individualized action plans for job-seekers that emphasize career goals and long and short-term career planning as well necessary education, training, and support services.
- Provide on-going career-support counseling to participants to overcome significant barriers to employment.
- Enter participant data, activities, outcomes, and case notes into tracking system in accurate and timely manner.
- Council on individual job-search and identify appropriate career opportunities.
- Conduct routine site visits and canvass business community for employment prospects.
- Maintain post-placement contact with clients and provide job-retention support with an emphasis on career advancement.
- Perform other duties as assigned by supervisor.

Qualifications:

- High School and work experience in field required
- Bachelor's degree preferred
- At least 2 years experience in workforce development, counseling, social work or related field
- Strong verbal and written communication skills, and workshop facilitation skills
- Excellent time management skills
- Resourceful, team-oriented, flexible, outcome-oriented, creative, self-starter
- Ability to work with participants facing multiple barriers to employment
- Computer literate and familiarity with customer tracking systems
- Bi-lingual (Spanish) a plus.

Full-time position Salary commensurate with experience. Please send resume and cover letter, including salary requirements (required), to obcdc8@gmail.com

Employment Specialist Search
Ocean Bay Community Development Corporation
434 Beach 54th Street
Arverne, NY 11692

No phone calls, please.