

# GREATER WEST TOWN COMMUNITY DEVELOPMENT PROJECT



## POSITION ANNOUNCEMENT: 2/8/12

### Adult Employment Services Unit Coordinator

**Position Overview:** Reporting to the Executive Director, the Adult Employment Services Unit Coordinator has program and contract management responsibilities in planning, coordinating, and overseeing the implementation of comprehensive adult employment services including: participant interviewing, employability assessment, employment counseling, job readiness preparation, job referrals, placement follow-up, and vocational training referrals. The Adult Employment Services Unit Coordinator will lead the Adult Unit staff in planning and implementing strategies for employer outreach and marketing employer services to support job development.

#### Position Responsibilities:

- 1) Coordinates client and employer services and documentation in the Adult Unit
- 2) Supervises Adult Unit staff.
- 3) Develops and executes ongoing plans for client and employer engagement, recruitment, and service.
- 4) Reporting directly to the Executive Director, administers and oversees public and private grants supporting the Adult Unit, including WIA Titles A, D, S and B; CDBG; Ex-Offender grants. Responsible for compliance, documentation, reporting, and goal fulfillment.
- 5) Continuously monitor and improve strategies and procedures for participant and employer services including employer marketing, participant recruitment, job matching, and referral follow-up
- 6) Lead employer outreach/ liaison, job development, applicant referral, placement, work adjustment follow-up, and employer documentation.
- 7) Ensures that clients and employers receive highest quality services and maximum benefits from program resources.
- 8) Participates in the Executive Management Team to ensure agency-wide integration and coordination of services in support of GWTP's mission.

**Requirements:** Minimum of 2 years of successful workforce development contract management experience. Demonstrated commitment to community service and previous experience working with low-income populations through prior professional and/ or volunteer experience; B.A. or equivalent skills; Excellent written and verbal communication skills required; Superior organizational and project management skills; initiative; attention to detail desire to work in team environment; work maturity with an ability to handle requests from multiple sources; Excellent computer skills: Work, Excel, PowerPoint, Internet.

**Salary and Benefits:** This is a full time, permanent, career position. The salary range is from \$32,000-\$40,000 per year based on skills and experience. The agency benefit package includes health, life, disability insurance; retirement plan; bonus program and educational reimbursement.

**To Apply:** Qualified candidates should submit a detailed cover letter and resume demonstrating how you **meet or exceed** each qualification/ requirement. Submit your materials via e-mail or mail to Isabel at: [programcoordinator@gwtp.org](mailto:programcoordinator@gwtp.org).

Please clearly indicate which position you are applying for in the subject line of the e-mail. If you prefer, you can mail your application materials to us at: Human Resources, Greater West Town Project: 500 N. Sacramento Blvd., Chicago, IL 60612

**The Agency:** Greater West Town Community Development Project (GWTP) is a community-based economic development initiative expanding employment and education opportunities for low-income residents of Chicago's West Town, Humboldt Park, and West Side community areas. GWTP provides highly effective programs targeting the critical education, training, and employment needs of youth and adults, including: The West Town Academy Alternative High School, Woodworking and Shipping & Receiving Training Programs, and comprehensive employment referral and placement services. GWTP is an aggressive and effective advocate for the educational needs of at-risk and dropout youth and the job training needs of low-income, unemployed community residents. For more information, visit us at [www.gwtp.org](http://www.gwtp.org)

**Adult Employment Services Unit:** GWTP's Adult Employment Services Unit provides comprehensive adult employment services including client skill and background assessment, case management, job placement, access and training in computer-based technology, year-long follow-up and supportive services. GWTP brings together solid experienced workers and motivated entry-level workers with local businesses who are looking for quality job candidates. GWTP's Adult Employment Services works with over 450 local companies to assist with employee recruitment and assessment.