

# GREATER WEST TOWN COMMUNITY DEVELOPMENT PROJECT



POSITION ANNOUNCEMENT: 2/8/12

## Employer Services Coordinator

### Position Responsibilities:

- Establishes and maintains relationships with local manufacturing and shipping and receiving companies to identify job opportunities for trainees
- Recruits employer partners to participate in Vocational Training Steering Committees
- Prepares job seekers for successful job search and interviews
- Places community residents into employment, conducts follow-up for 180 days
- Assists in recruiting, screening, and intake of candidates and assessing employment and education needs of low-income applicants
- Networks with community agencies to provide access to project services for their clients
- Responsible for all required case file and program documentation

### Qualifications/Requirements

- (1) Minimum of 1 year of successful workforce development experience; or 3 years of private sector experience hiring, supervising, and evaluating employees.
- (2) Demonstrated commitment to community service and previous experience working with low-income populations through prior professional and/ or volunteer experience.
- (3) B.A. or equivalent skills.
- (4) Excellent written and verbal communication skills required.
- (5) Basic computer proficiency including use of online database search and record keeping systems.
- (6) Knowledge of local Manufacturing and Shipping & Receiving industries and established company contacts helpful.
- (7) Bi-lingual Spanish helpful but not required.

**Salary and Benefits:** This is a full time, permanent, career position. The salary range is from \$30,000 to \$36,000 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: [employerservices@gwtp.org](mailto:employerservices@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 Community Development Project**  
**500 N. Sacramento Blvd.**  
**Chicago, IL 6061**

**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)

**Vocational Training and Job Placement Program:** GWTP's Vocational Training and Job Placement Program provides two sector based-training programs in Woodworking & Solid Surface Manufacturing and Transportation, Warehousing, and Logistics (Shipping and Receiving). These programs are designed to help match the needs of area manufacturers and local workers. The classroom curriculums and hands-on trainings have been developed in partnership with local industry and continuously updated by community business leaders to ensure that the skills participants develop in class are marketable and meet current industry standards. GWTP's training school is fully accredited (by the Accrediting Commission of Career Schools and Colleges of Technology – ACCSCT) and training is available at no-cost to qualified participants.