



VACANCY ANNOUNCEMENT

Community Workforce Specialist – Annapolis

Anne Arundel Workforce Development Corporation (AAWDC) is a nationally recognized, innovative workforce development organization that provides high quality workforce development services to drive purposeful change in Anne Arundel County and across Maryland. AAWDC is the bridge between understanding the workforce and talent development needs of local and regional businesses and preparing individuals to meet their full career potential. AAWDC's vision, mission, and core values are at the heart of the way the organization achieves success.

AAWDC builds the success of our community by delivering services to individuals where they are. AAWDC's Community Career Connection locations provide career services and job readiness training in targeted areas throughout the County ultimately lifting up the community through increased employment.

We are seeking a **Community Workforce Specialist**. This is a professional position that will report to the Chief Operating Officer initiative that work with recipients who are required to participate in work-related activities. This position is based in the Stanton Center in Annapolis, MD.

Position Summary

The Community Workforce Specialist is responsible for assisting job seekers to address their career employment needs by providing consultative services that supports career exploration, job-readiness, access to occupational and soft-skill, training opportunities and employment. The incumbent will engage in job development activities with community organizations, and agencies to identify employment needs, gain feedback on job seeker needs, and develop strategies for addressing those needs. She/he will develop a comprehensive strategy plan with specific and quantifiable goals for the year that clearly identifies needs and activities to accomplish addressing community needs. She/he will collaborate with internal and external partners to organize and support recruitment activities including, but not limited to hiring events, job fairs, presentations to community-based job seeker support groups, and related outreach activities. The incumbent will represent AAWDC at community functions and initiatives in Annapolis that fosters partnership development, increases AAWDC awareness in the community and supports the mission and values of the organization.

Required Knowledge and Abilities

Education

B.A. or A.A. degree in human resources, human services, education or related field is required. B.A. is preferred. In exceptional cases, five years of directly related experience, in addition to the experience requirement below, may be considered in lieu of degree attainment.

Experience and Knowledge

Minimum of five years of recruitment/employment service experience to include case management and employment planning is required. Knowledge of and experience in compliance with organizational policies, established procedures, regulatory requirements, and federal and state laws. Knowledge of the Annapolis community and the resources that reside in the city. Knowledge of career counseling theories and techniques, including the impact of cultural values and unique needs of a diverse population must be demonstrable. Experience in preparing and conducting client workshops is required. Proven success in working with community partners and partnership development.

Skills and Certifications

Proficiency in Microsoft Office Suite, to include Excel and Word, must be verifiable. The position requires excellent communications and organizational skills to include presenting in front of small and large audiences and the ability to prioritize work and manage deadlines successfully. Commitment to outstanding service delivery, teamwork and client outcomes must be verifiable through references.

To Apply: Send cover letter with salary requirements and resume to jobs@aawdc.org by November 17, 2017.

No phone calls or mailed applications will be accepted. Only selected applicants will be contacted.

Anne Arundel Workforce Development Corporation (AAWDC) is an Equal Opportunity Employer.