



VACANCY ANNOUNCEMENT Work Experience Specialist

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.

We are seeking a **Work Experience Specialist** for the JobsWork!. Arundel initiative (JWA). This is a professional position that will report to the Director of both TANF and SNAP initiatives that work with recipients who are required to participate in work-related activities. This position is based in Annapolis and Glen Burnie, MD.

Position Summary

The Work Experience Specialist will identify work and learn opportunities for individuals associated with SNAP and TANF recipients and will promote client placement into career pathways that lead to obtaining of family sustaining wages. The WES will also be responsible for maintaining ongoing contacts between clients and employers to ensure a positive work experience for participants that may lead to permanent employment. The WES will monitor clients that are in work/learn opportunities to ensure attendance, gain of work experience, preparing for permanent placement.

The Work Experience Specialist will work collaboratively with the SNAP and TANF Career Coaches as well as other AAWDC business-facing staff to identify potential clients that require work/learn or Work Experience (WEX) opportunities and ensuring they align with their career goals. The Work Experience Specialist will ensure clients are placed in high growth industries and in-demand occupations and will work with the Talent Acquisition Specialist to prepare clients with resume review and interview coaching, (the *Talent Acquisition Specialist* focuses exclusively on employment placements; the *Work Experience Specialist* identifies businesses interested in providing work and learn experiences for JWA customers with a potential interest in permanent placement if and when possible).

Responsibilities include coaching and performance monitoring participant work and learn experiences as well as maintaining open communication with employers and supervisors.

The Work Experience Specialist is expected to maintain current knowledge of changes in the field and the job market and to work closely with internal and external partners to develop innovative initiatives that reflect the highest standards of work and learn practices. The Work Experience Specialist is responsible for meeting performance goals prescribed by the JWA Initiative along with related contractual obligations and expectations.

Required Knowledge and Abilities

Education

B.A. degree in human resources, business services, or human services, education or related field is required. In exceptional cases, two 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 two years of recruitment/employment service experience to include client assessment is required. Demonstrated success in working with the business community is preferred. Considerable knowledge of and experience in compliance with organizational policies, established procedures, regulatory requirements, and federal and state laws. Experience in preparing and conducting client workshops and business presentations is preferred.

Skills and Certifications

Proficiency in Microsoft Office Suite, to include Excel and Word, must be verifiable. Knowledge Salesforce Application or other customer-tracking database. The position requires excellent organizational skills to include 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 March 24, 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.