



VACANCY ANNOUNCEMENT

Talent Acquisition Specialist – Ordnance Road Correctional Center

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 **Talent Acquisition Specialist – Ordnance Road Correctional Center (ORCC)**. This is a professional position that will report to the Director, Workforce Innovation and Opportunity Initiatives.

The Talent Acquisition Specialist will work with the business community to promote client placement and for maintaining ongoing contacts between clients and employers to ensure job retention. The incumbent will work collaboratively with the Re-Entry Navigator and will be located at the Ordnance Road Detention Facility to identify potential clients that are job ready (proper resume, interviewing practice) with the occupational skills required by the business. The incumbent will ensure clients are placed in high growth industries and in-demand occupations that are committed to working with the offender/ex-offender community. The Incumbent will prepare clients with resume review and interview coaching. The incumbent will work with clients who are in training by identifying employment opportunities post-training. Responsibilities include coaching, training support, and performance monitoring in the initial stages of employment and maintaining open communication with employers and supervisors.

This is a professional position, which is closely aligned with the AAWDC mission and vision of delivering innovative workforce solutions to Anne Arundel County businesses and job seekers through use of industry sector strategies. The incumbent 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 workforce employment and training practices. The incumbent is responsible for meeting performance goals prescribed by the Workforce Innovations and Opportunities Act and ORCC along with related contractual obligations and expectations.



The Ideal Candidate should have the following:

- Extensive experience working with the incarcerated community
- Coaching/Employment Service experience
- Strong presentation skills
- Strong communication and relationship building skills
- Understands industry trends
- Strong organizational skills
- Experience working with ex-offenders to gain employment, is plus
- Willingness to work non-traditional hours

Education

B.A. degree in human resources, human services, education or related field. 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 three years of coaching/employment service experience to include candidate assessment is required. Prefer experience working with ex-offenders to gain employment. Knowledge of and experience in compliance with organizational policies, established procedures, regulatory requirements and Federal and State laws. Use of career coaching theories and techniques must be demonstrable. Experience in preparing and conducting customer workshops or business presentations is required. Knowledge of or experience working with long-term unemployed individuals is a plus. The position requires excellent organizational skills to include the ability to prioritize work and manage deadlines successfully. Commitment to outstanding service delivery, teamwork and customer outcomes must be verifiable through references. Ability to establish mentor-type relationships with ease must be shown.

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. Best consideration by March 3, 2017.

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