



# RESOURCE Employment Action Center

## Green Employment Initiative Recruiter / Placement Specialist

Status: FT (Length of project – 9 months)

Classification: 2.B

Program: Dislocated Worker Division – MESP Location: EAC Multiple site locations within the metro area

**POSITION SUMMARY:** This is a 9 month project (Feb – October 31, 2012). The successful candidate will recruit, screen and enroll individuals into Green skills training (energy efficient building, construction and retrofit, energy efficiency assessment, or manufacturing). Provide training interest and career assessment, case management and placement and retention services to enrollees.

### ESSENTIAL RESPONSIBILITIES:

1. Market and promote program services to recruit adult job seekers from the metro area to enroll in Green skills training.
2. Assess participants' education, skill levels, Green career interests and any barriers to successful training completion and/or job placement.
3. Provide career counseling to help participants select green training and career tracks.
4. Enroll participants into appropriate Green skills training track and provide ongoing case management services to ensure successful completion of training, placement and retention services.
5. Provide job skill/search workshops to participants such as Internet Job Search, Video Interviewing and Resume & Critique.
6. Develop relationships with Green business and provide job leads for Green skills training graduates to successfully meet placement goals.
7. Maintain case files and required paperwork in an accurate manner.
8. Serve as an effective team member.
9. Actively participate in RESOURCE's Undoing Racism Plan.
10. Attend and participate in regularly scheduled agency and Green Employment Initiative partnership meetings.

### QUALIFICATIONS:

1. Four-year degree in human services, social services, or related degree.
2. Two years experience providing employment and training services required.
3. Strong marketing and recruitment experience.
4. Desire to work with persons of diverse cultural, economic and education backgrounds.
5. Experience providing job coaching and direct placement services to a diverse population.
6. Experience in workshop facilitation.
7. Proficiency in MS Word Office Suites, Internet, e-mail and database management.
8. Strong organizational and time management skills.
9. Knowledge of local labor market, with interest in the Green Employment industries preferred.
10. Must be able to travel independently throughout twin city metro area.
11. Valid driver's license and proof of insurance required.
12. Able to work independently as well as part of a team.

**SALARY RANGE:** Mid-30s

### BENEFITS INCLUDE:

3 weeks vacation, 10 paid sick, 10 paid holidays, medical, dental, life, 401k, LTD insurance and free parking.

**HOW TO APPLY:** Send resume to Nekeisia Booyer via email at [nbooyer@resource-mn.org](mailto:nbooyer@resource-mn.org) or mail to EAC, 6715 Minnetonka Blvd #212, St. Louis Park, MN 55426. Fax: 612.752.8401.

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[www.resource-mn.org](http://www.resource-mn.org)

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