

November 12, 2009
VACANCY ANNOUNCEMENT #09-132

The following position is available in the Missouri/Illinois operation.

Position Title: SBA Business Liaison

Reports To: State Director

Job Function: Serves as the primary coordinating link between the Experience Works program to help employers with their hiring needs. Identifying candidates to fill job openings and facilitate job opportunities for people age 50+. Create partnerships with businesses and community leaders; analyzing local employment trends; coach and counsel job applicants, develop and make presentations.

Primary Duties and Responsibilities: Support Local program objectives of placing older workers into jobs by identifying small businesses, assessing business employment needs, and identifying potential candidates to fill job openings. Educate community businesses on the value of hiring older workers. Analyze local employment trends to assist small businesses with determination of staff training and hiring needs. Coordinate job development activities with Employment Training Coordinators to broaden customer access to specialized training, and job search skills training. Create presentations appropriate for community organizations such as Chambers of Commerce and human resource professionals. Assist in monitoring, compiling program data, reporting, following up, and evaluating program activities. Assist small businesses and older workers throughout Missouri and Illinois.

Required Qualifications: Candidates must possess excellent communication, organizational, and computer skills; knowledge of workforce issues; two years experience in sales/marketing. Must live in or be willing to relocate to the Lebanon/Springfield, MO area. Limited travel required. Expenses paid.

Compensation: Competitive salary plus excellent benefits and reimbursement of travel expenses.

Application: Qualified candidates should submit a resume and cover letter to be received by close of business November 20, 2009 to:

Janice Bramwell
Experience Works, Inc.
P.O. Box 414
Buffalo, MO 65622

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