



September 13, 2018

Vacancy Announcement #18-18

Employment and Training Coordinator Assistant

Part Time Position

Location: Aberdeen, SD

Organization Overview:

Experience Works is a national nonprofit organization whose programs improve the lives of low-income older workers. We began in 1965 as Green Thumb, a rural demonstration project that provided work for poor farmers, and have grown to become a leader in helping older adults develop skills to secure employment, increase their income, and age with dignity. We now have approximately 75 employees and operations in 14 states. We are funded by grants from the U.S. Department of Labor, states, foundations, sponsorships, and contributions from companies and individuals. Today, through our capacity to meet individual and community needs for job skills training and job placement, older Americans are being included in the nation's economic recovery.

Job Function:

Assists with the implementation and management of Experience Works programs and services for older Americans who are generally 55 + in a designated geographic area. Supports the Employment and Training Coordinator in providing services to approximately 36 older workers, host agencies, businesses, and community's in the following counties: McPherson, Brown, Marshall, Roberts, Walworth, Day, Grant, Potter, Codington, Clark, Spink and Beadle.

Primary Duties and Responsibilities:

- Assists with the recruiting of applicants for the Federal Grant program. Interviews and assesses participants to determine appropriate community service assignment and training plans.
- Supports and monitors the training, skill development, and performance of participants. Cultivates community service assignments, as well as training and employment opportunities for participants.
- Organizes job development services to help participants obtain unsubsidized employment.
- Completes required forms timely and accurately, consistent with Experience Works policies.
- Assess the needs and abilities of older persons using Job Ready software. Creates and maintains positive relationships with businesses, organizations, and other training providers.
- Interacts appropriately, sensitively, effectively and professionally with persons from diverse cultural, socioeconomic, educational, racial, ethnic backgrounds and lifestyle preferences.
- Serves as an advocate for older workers.
- Extensive daily and occasional overnight travel

Required Qualifications:

- Residence in or willingness to relocate to the area served.
- Has a passion for enhancing community service and employment opportunities for older individuals.
- Understands the special employment needs of older workers and is creatively able to address these needs.
- Able to identify the needs and expectations of program participants, community organizations and employers.
- Demonstrated commitment, teamwork, and collaboration.
- Effectively works with and serves participants, host agencies and employers in a positive, professional manner.
- Is knowledgeable about the range of services available in communities and able and willing to develop relationships to deliver a comprehensive array of services.
- Excellent interpersonal skills, strong planning and organizational skills, ability to work with accuracy and detailed paperwork.
- Proven experience with community service, aging issues, employment counseling, or related transferable competencies.
- Individual must be a self-starter who communicates effectively, motivates others, and has an affinity for and a desire to work with older people.
- Education above the high school level and appropriate work experience.
- Must possess a valid driver's license, acceptable driving record, auto liability insurance, and reliable transportation.
- Is proficient with Microsoft Word, Excel, and the Internet.

To apply for the Employment and Training Coordinator Assistant (ETCA) posting role with EW:

- Qualified candidates should submit a cover and a resume. Please include the position title and state in the subject line of your email.
- *Experience Works is an Equal Opportunity Employer and is dedicated to these principles. We value and welcome diversity in the workplace and encourage all minorities, women, veterans, and persons with disabilities to apply.*