**Position Title**: Employment Specialist

**Organization**: Jewish Family Service of San Diego

**Position Type**: Half-time (30), Non-Exempt

**Salary/Wage**: $21.00/Hour

**Standardized Benefits**: Full and half time positions include a 401(k) plan, medical, dental and vision coverage, flexible spending accounts, life insurance and generous holiday benefits.

# Position Overview

Have you dreamed of saving the world? Are you familiar with the hardships individuals endure as a result of unemployment? Do you wish there was something you could do to help those members of the community? Do you have a knack for resume writing and making business connections? If you answered yes to all these questions then look no further because Jewish Family Service of San Diego has a vision for your career! Embark on your journey to save the world with a local start by empowering individuals to find their life-changing jobs. Put your expertise to the greater good by joining our noble Employment and Career Services team!

**Employment Specialist Goals:**

* Use your creative expertize to design and facilitate pre-employment workshops utilizing established career planning resources.
* Lead the way by instructing clients in the art of writing resumes, interviewing and developing a strategic job search using individual employment plans.
* Use your amazing networking skills to conduct community outreach and build relationships with employers while promoting JFS and the Employment Career Center program.
* Share your vast knowledge, resources, and ideas to help the program grow, enabling your team to impact even more individuals in need.
* Foster networking through job clubs and job lead exchanges.
* Facilitate volunteer job coach and client matches.
* Utilize agency-wide Efforts to Outcomes (ETO) database to measure impact and track progress.
* Provide administrative and outreach support to the Senior Community Service Employment Program (SCSEP).

# You’ll Need:

* Bachelor’s Degree in a related field required
* 3-4 years of career counseling or employment services experience
* Excellent interpersonal skills
* Excellent verbal and written communication skills
* Proficient in PowerPoint and group facilitation
* Ability to organize and prioritize tasks
* Experience developing employer and community relationships

**We’d like you to have:**

* **An unending desire to smile**
  + You will shine a positive light on the Agency, and strive to spread your contagious smile. You have a great sense of humor!
* **A passion for our mission and your work**
  + A true desire to help better the community by empowering individuals to find employment and move forward together with the JFS team helping build a stronger more resilient San Diego!

# Additional Information

Reliable transportation; ability to travel throughout San Diego County

Able to work occasional evenings

# Contact Information

To be considered, please email your resume, cover letter (including salary requirement) and responses to the Questionnaire below to resume4321@jfssd.org. Be sure to include the position title in the subject line. Please, principals only. Please, no follow-up phone calls or emails.

Employment Specialist Questions:

1. Please describe your experience facilitating workshops for job seekers.
2. Describe the employer/community relationships you have established in the past.
3. What would you say are three key elements to a successful job search?

# About Jewish Family Service of San Diego

Since 1918, Jewish Family Service of San Diego has been a trusted community resource for people in times of need. Our 50+ programs offer a wide range of help and care to *Empower Families*, *Respond to Crisis*, and *Care for seniors,* throughout San Diego County and the Coachella Valley. Many people turn to Jewish Family Service with a specific need, such as hunger. But what begins with one JFS program often leads to providing a much larger scope of assistance, including counseling, education, job coaching, transportation, and more. Our message to the more than 35,000 individuals and families in our community who we help each year is: WE’RE WITH YOU. To learn why JFS is *One Source for a Lifetime of Help*, visit [www.jfssd.org.](http://www.jfssd.org/)

