

Florida Job Order Bulletin Board Print Document

Job Order: 12467113

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Job Title: **Workshop Coordinator:BDM:56:T2**

Type of Job: **Regular**

Job Time Type: **Full Time (30 Hours or More)**

Job Description:

Veterans Preference

General Description

The Workshop Coordinator coordinates and delivers employability skills, labor market information, workforce services and workforce development training workshops to candidates, partners and businesses across the region. Adapts presentations as needed based on audience. Maintains documentation of all workshops provided and attended.

Essential Job Functions

- **Presents job search, labor market and work readiness curriculum to candidates using approved presentation materials. All reproduced materials given to customers must be of a good quality.**
- **Develops monthly calendar and schedule for all counties.**
- **Conducts regular research to maintain integrity of content being presented, ensuring the most up-to-date and relevant information is provided.**
- **Maintains knowledge of current job search and social media platforms such as LinkedIn to properly prepare candidates as they begin their employment search.**
- **Identifies hot topics to assist current job candidates in their job search.**
- **Acts as a region wide Workshop Coordinator, presenting workshops to job seekers in person, via webinars, and/or other electronic means, traveling across the region. Workshops may be presented on site at partner locations.**
- **Works as part of a team in a group setting with job seekers, guiding them in a variety of activities directed toward securing and retaining employment.**
- **Fosters an environment where candidates can link real time/real work job search based learning with curricular themes, thus enhancing the job seekers' ability to function and succeed in the real-world labor market.**
- **Provides resource information to assist with the job search process and the local labor market.**
- **Conducts presentations to community groups on CareerSource Citrus Levy Marion's behalf to encourage usage of services.**
- **Acts as the subject matter expert and facilitator for CSCLM staff resume writer certifications.**
- **Develops and maintains collaborative relationships with community**

partners.

- Enters appropriate case notes, and data into the EF system as assigned. Tracks all job seeker attendance and provides monthly report of attendance and customer service survey results.
- Conducts assessments such as My Next Move, online learning tools, internet, basic PC 101, SHL as needed.
- Provides monthly and quarterly tracking reports on workshops as assigned.
- Ensures that job seeker sign in sheets, time sheets, and monitor forms are updated and securely filed.
- Promotes career development assistance with referrals to Career Development Coaches as needed.
- Performs other job functions as required.

These essential functions are not a complete statement of all duties required. Some marginal functions of the position that are not incidental to the performance of fundamental job duties may be excluded. All duties, responsibilities, and requirements are essential to the job.

Requirements

- Subject to drug screen, background, reference and motor vehicle records check
- Valid Driver's License for required travel
- Must complete Tier One Training and pass the Tier One Certificate Exam within six (6) months of being hired

Minimum Education and Experience

Education and experience may be documented through degree or credential obtainment and/or relevant experience on a year-to-year basis: Bachelor's degree from an accredited four year college or university in human services or related field with at least two (2) years recent professional or paraprofessional experience in employment skills training related to knowledge of local labor market, employability skills and job retention strategies.

Knowledge, Abilities and Skills

- Knowledge of community resources.
- Knowledge of counseling basics and interpersonal dynamics.
- Ability to develop and present training curriculum in a professional manner.
- Ability to maintain satisfactory survey comments form job seekers who attend workshops.
- Ability to present information and motivate others.
- Ability to use personal computers for internet access, correspondence, reports and data entry.
- Ability to manage information and work accurately with details.
- Ability to manage time, meet deadlines, and compile reports.
- Ability to engage groups using verbal and written communication skills.
- Ability to interact with a wide variety of diverse individuals.
- Ability to learn and implement CareerSource Citrus Levy Marion policies and procedures.

- Ability to stand for long periods of time.
- Ability to handle moderate to high job-related stress.
- Ability to work weekends and/or holidays (if required).
- Ability to work at various locations (temporarily or permanently) as directed by workflow.
- Ability to communicate both orally and in writing.
- Ability to follow schedules and manage his/her own time effectively

Physical Requirements

- Acceptable vision and hearing with or without correction.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Works inside in an office environment.

Special Requirements

- Employer conducts background, drug screening, reference and motor vehicle records check
- Valid Florida Driver's License for required travel
- Must complete Tier One Training and pass the Tier One Certificate Exam within six (6) months of being hired

Work Schedule : Full-time; 40 hours per week

Salary: \$19.42 per hour

Benefits include: Health, Dental, Vision and Life Insurance, 11 Paid Holidays + Floating Holiday, Paid time off, Short-term Disability, Retirement (403b and Deferred Compensation), Education Reimbursement and Wellness Benefit.

For instructions on how to apply, click the green "Apply" button above.

Minimum Age: **NA**

Hiring Requirements: **Drug Testing/Screening, Background Checks, Reference Checks, Motor Vehicle Record Check**

Education Level: **High School Diploma or Equivalent**

Requires a Drivers License: **Yes, Operator License**

Minimum Salary: **19.42 Hour**

Maximum Salary: **19.42 Hour**

Pay Comments: **Not Applicable**

Benefits: **Medical, Dental, Life Insurance, Vision, Vacation, Holidays, Tuition Assistance, Other, Flexible Benefit Account**

Job Application Methods Accepted: **Via Email**

Employer requests only Veterans apply: **None Selected**

Application Comments: **Interested candidates should email a cover letter and resume to ipozo@careersourceclm.com for consideration.**

Employer Information:

Confidential Information