

Director of Veteran Affairs

Reports To: Executive Director

Community Career Development, Inc., the nonprofit operating agency for the Wilshire-Metro WorkSource Center, seeks a professional Recruiter/Job Developer to recruit and assist recently separated Veterans obtain lucrative employment. This position has been created to administer employment and training services through the Veterans Employment Assistance Program funded by the State of California Employment Development Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop, maintain and expand network of potential employers and veteran jobseekers
- Create and implement employer and jobseeker recruitment strategy in accordance w/proposal guidelines
 - Interview and identify qualified candidates on behalf of employers
 - Assess business/employer staffing needs; assess jobseeker skills and requirements for pre-employment assistance
- Manage case load of up to 100 customers, including both job seekers and employers
- Confer with management, supervisors and staff to address customer needs and make appropriate referrals
 - Research and identify employment opportunities, educational requirements and skill sets
 - Participate in collaborative approach to pre-employment training/job placement program
- Develop employee and employer recruitment strategies; attend and participate in job fairs
 - Create marketing materials to attract qualified applicants for specific employment opportunities
- Write and edit job descriptions and place advertisements in various forms of print media
 - Implement public relations campaign in adherence to budget and project directives
- Conduct outreach through local community based organizations to expand pool of employers and qualified applicants
 - Interview applicants to obtain work history, education, training, job skills, and salary requirements
 - Assist jobseekers with resume creation, job search activities and interview skills
- Maintain database to track activities and customer progress; adhere to budget requirements; submit timely reports
 - Create and submit reports as needed; meet outcome goals set forth by the State of California
 - Attend meetings, presentations and events to enhance program exposure/impact
- Must be able to work in a team environment and take on additional responsibilities as assigned

QUALIFICATIONS:

To perform this job successfully, an individual will perform all duties and responsibilities effectively and has served in the armed forces. The requirements listed below represent the knowledge, skill level and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION / EXPERIENCE:

Bachelor's degree (B.A.) from four-year College or University and five (5) years related experience. Have experience working with the veteran population.

SKILLS:

Must be computer literate; must possess excellent written and verbal communication skills.

Must be fluent in English - other languages a plus.

Must be able to follow written and verbal instructions, create correspondence, memos and reports.

Must be able to orally present information in meetings and before groups effectively.

All position assignments are subject to performance evaluation, funding source availability, and agency needs.

Compensation: DOE

Email your resume including cover letter to: rhyrny@communitycareer.org

Funded by the City and County of Los Angeles WIB in partnership with the Employment Development Department

To ensure availability your request should be received at least 72 hours in advance of the need. TTY: 213-368-0047.

Equal opportunity program/employer. Auxiliary aids and services available upon request.