



## Fifth Ward Enrichment Program, Inc



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### **JOB ANNOUNCEMENT**

**POSITION:** Caseworker/Recruiter – Pathways Out of Poverty Program  
**LOCATION:** East Houston  
**HOURS/DAYS:** Full Time, M-Th, 9:30 a.m. – 6:30 p.m.; F, 8:00 a.m. – 5:00 p.m.  
**ANNUAL SALARY:** **Competitive, DOE**  
**START DATE:** February 17, 2010  
**CLOSING DATE:** February 28, 2010

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Non-profit organization seeks a qualified candidate for the grant-funded position of Recruiter to support a new workforce grant (Department of Labor) that provides green occupational training, job placement/retention and support services to disadvantaged individuals. The responsibilities of the Recruiter will be to develop green job placements and to recruit qualified applicants (students) working in a TEAM environment. **Bilingual** (in Spanish) applicants with **Construction industry** background/relationships are encouraged to apply.

#### **Employer Recruiter Responsibilities (50%)**

1. Research and gain full understanding of the Pathways Green Job Training Program as well as its targets and outcomes
2. Promote and network Pathways at different events and with potential employment partners
3. Present outreach and orientation sessions to local businesses and other entities
4. Identify and recruit potential employers for employment opportunities on a ongoing basis
5. Be able to sell the program and close the partnership deal
6. Follow up and update employment partners
7. Maintain linkages with employers to develop job orders and to refer & place participants
8. Collect and maintain employers information, placements, and other statistical reports

#### **Job Seeker Recruiter Responsibilities (50%)**

1. Promote project and conduct high volume outreach and recruitment of eligible candidates
2. Conduct green jobs information sessions
3. Conduct initial assessment and eligibility screening of potential students.
4. Determine eligibility for program services including gathering all documents.

5. Provide case management services to eligible students with barrier removal services and development of career plans
6. Finalize eligibility determinations to start the training course
7. Follow up with current students to ensure a successful completion of the training program
8. Refer the graduates to employer partners for employment opportunities
9. Deliver on-going retention services
10. Collect and maintain detailed student records

**DESIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Customer service mentality
- Excellent organizations skills
- Strong administrative skills
- Knowledge of computer software and data systems
- Exceptional at assessing people for training
- Good listening and interviewing skills
- Time management skills
- Sourcing skills
- Closing and negotiation skills
- Relationship builder

**EDUCATION AND EXPERIENCE:**

Bachelor's Degree in Business, Social Services, or related field, plus 2 + years of relevant experience

**SPECIAL REQUIREMENTS:**

- Bilingual in Spanish and English is highly desirable
- Background in the Construction industry

**To Apply**

- E-mail resume and cover letter to [hr@fwepinc.org](mailto:hr@fwepinc.org). No phone calls please. Include position title in the subject line.

Fifth Ward Enrichment Program is an equal employment opportunity employer that is seeking qualified female and male applicants for the position. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with Fifth Ward Enrichment Program, Inc. depends solely on your qualifications.