



# Job Description: Economic Self-Sufficiency Specialist

**Job Title:** Economic Self-Sufficiency Specialist

**Job Classification:** Full Time Non - Exempt

- Work with Job Seekers and Entrepreneurs to help them fulfill their goals
- Utilize innovative job development techniques to develop and manage relationships with employers and local referral sources to develop a pool of employment opportunities;
- Work with clients to solve business issues, obtain financing, and develop business plans.
- Coordinate entrepreneurial trainings, seminars, and workshops which include booking guest speakers, scheduling, materials preparation, promotion, and class facilitation.
- Assess participant goals, aptitude, motivation, skills and experience relative to employment; provide soft skills training to participants, (e.g., time management, etc.);
- Assist clients with job search skills required to secure employment. (e.g. resume preparation and interview skills);
- Refer qualified participants to appropriate job matches and provide placement retention support to the participant as well as the employer.
- Coordinate intake activities, teaching assignments, case management, and vocational counseling
- Leverage awareness of other agencies, entitlement programs, etc; Coordinate with community based agencies to support continuum of care (e.g., housing, social services, and entitlements).
- Plan and participate in recruitment of project participants; Conduct presentations to prospective employers, funders and other stakeholders;
- Promote CMP's Career and Entrepreneurship programs as a reliable employer resource for trained and qualified entry level employees;
- Maintain effective documentation for all case management, and administrative responsibilities;
- Attend program related meetings with funders and the community;
- Provide reports to internal/external stakeholders;
- Support all operations and administrative activities to ensure effective development and execution.
- Other duties as assigned by Director

## **Qualifications and Experience**

- Bachelors Degree in related discipline is required.
- Two or more years experience as a job developer serving a hard to place population.
- Sales and marketing experience is a large plus or two or more years experience as a case manager (or equivalent) in a social services setting.



## Job Description: Economic Self-Sufficiency Specialist

- Excellent marketing and communication skills with knowledge of the job market and entrepreneur opportunities in New York City required.
- Bilingual in English and Chinese required
- Strong assessment, support, referral skills
- Excellent verbal and written skills

Send resume and cover letter with the subject heading: "Career Specialist" to [hr@cmpny.org](mailto:hr@cmpny.org).