

QUEST Employer Engagement Specialist

QUEST Mission

Project QUEST strengthens the economy and transforms lives by preparing individuals for in-demand, living wage careers.

Description:

The QUEST Employer Engagement Specialist will work with employers to develop and maintain partnerships, while identifying quality employment opportunities for participants. Additionally, the Employer Engagement Specialist will assist in expanding employer partnerships that provide funding mechanisms.

Core Competencies

Participant Centric

1. Actively engage with career coaches in providing job readiness and job search skills during training.
2. Drive the development and implementation of post-training work readiness opportunities.
3. Utilize database tools to track graduate career placement.
4. Review status of Graduates with Career Coaches to ensure preparedness for career placement.
5. Create and implement events to provide participant opportunities that will lead to future employment, in addition to keeping participants aware of networking opportunities and job fairs.

Partner Collaboration

1. Source prospective employers that fit with occupational training of QUEST Graduates.
2. Engage with employers to build strategic relationships that produce employment opportunities, connection events, and program funding.
3. Assess employer needs and direct appropriate graduates to employers.
4. Engage with professional/occupational organizations to represent QUEST, while gaining/expanding awareness of workforce development and industry trends.

Pathway Process Engagement

1. Develop a working knowledge of prioritized industry sectors and career tracks identified by Project QUEST.
2. Collect and report job placement information leading to employment verification.

3. Cultivate active relationships with education/ training partners to insure that training and certifications are aligned to employer needs.
4. Distribute job leads relevant to each specific career track along with job application, cover letter, interview and follow up advice.

Desired Skills/Attributes:

- Effectively manages time and resources to bring daily tasks and projects to completion. Identifies critical and less critical activities and tasks and prioritizes daily workload accordingly
- Excellent written , interpersonal and verbal communication skills
- Ability to work effectively with a diverse community
- Desire to always be learning
- Possess a “CAN DO” attitude, with integrity
- Adhere to the QUEST foundational concept of **ADEPT** - **A**ccountable, **D**ependable, **E**xcellent, **P**rofessional, and **T**eam-oriented
- Proficiency in MS Office, LinkedIn and Social Media (PQ Facebook promotion, etc.)
- Possess reliable transportation

Education and Experience

- Bachelor's Degree in social science, human resources or related field and 5 years of employer recruitment and relationship building in workforce development
 - Excellent customer service
 - Working knowledge of employment and training programs, federal, state and local regulations
 - Knowledge of local community and the different ecosystems
 - Affiliation with local workforce groups and organizations
 - Flexible work hours with primary work schedule Monday-Friday 8:00am –5:00pm. This job does require evening and some weekend events
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