

## Employee Connections, Inc. NFP™

<b>Job Title:</b>	Job Placement Recruitment Specialist		
<b>Associate Group:</b>	EC Employment Education & Training	<b>Job Code:</b>	JPRS-11-20-20
<b>Location:</b>	Waukegan, Illinois	<b>Travel Required:</b>	Lake County
<b>Level / Salary Range:</b>	Depending on experience. Hourly Rate \$20	<b>Position Type:</b>	This is a grant funded program project position. <ul style="list-style-type: none"> <li>▪ This position will be an initial 7 month part-time position to complete year 1 of our program.</li> <li>▪ Strong possibility of continuation of employment for program project years 2 and 3.</li> <li>▪ This is career pathway growth position.</li> </ul>
<b>HR Contact:</b>	Cynthia Harris	<b>Date Posted:</b>	11-23-20
	Experience Required	<b>Posting Expires:</b>	When position is filled
<b>Company Information:</b>			
<ul style="list-style-type: none"> <li>▪ <b>Who We Are.</b> Employee Connections is a 501 (c) (3) not-for-profit employment education/training agency providing employment education training programs and services that prepare and connect low income and disadvantage youth and adults with job opportunities.</li> <li>▪ <b>Our Mission...</b> <i>“To prepare low income and at risk individuals with opportunities to connect with compassionate employers”. Also, to reconnect youth and adults with barriers to their educational and career goals through providing them with supportive services; and delivering a high performing innovative Youth Comprehensive Career Pathway Program with integration of services.</i></li> </ul>			
<b>Work Remotely:</b>			
<ul style="list-style-type: none"> <li>▪ Yes, temporarily due to COVID-19. In Office is very limited. Social Distancing with Required PPE COVID-19 Precautions</li> <li>▪ Please note that during this time the position may be a hybrid between in-office and work from home. Candidates should be comfortable with the hybrid working environment.</li> </ul>			
<b>Work Week:</b>			
<ul style="list-style-type: none"> <li>▪ Monday – Friday.</li> </ul>			
<b>Work Week Hours -</b> 20 - 25 per week			
<b>COVID-19 Precaution(s):</b>			
<ul style="list-style-type: none"> <li>▪ Remote interview process</li> <li>▪ Personal protective equipment provided or required</li> <li>▪ Temperature screenings</li> <li>▪ Social distancing guidelines in place</li> <li>▪ Virtual meetings</li> <li>▪ Sanitizing, disinfecting, or cleaning procedures in place</li> </ul>			
<b>Apply Online At <a href="http://www.myemployeeconnections.com">www.myemployeeconnections.com</a></b>			
<b>Application Accepted By:</b> Human Resources			
<b>Tel.</b> (847) 360-7177 <b>Fax</b> (847) 406-3106 <b>E-mail</b> <a href="mailto:employment@myemployeeconnections.com">employment@myemployeeconnections.com</a> <b>Attention:</b> Human Resources & Recruiting <b>Job Code:</b> JPRS-11-20-20		<b>Mailing Address:</b> Employee Connections Human Resources & Recruiting 2504 Washington Avenue • Suite 602 Waukegan, Illinois 60085	
<b>JOB DESCRIPTION</b>			
<p>This is a grant funded part-time project position with room for growth. This position is ideal for a two-year experienced recruiter looking to work part-time or a retired seasoned recruiter. The candidate for this position must have a passion for helping to connect youth with barriers with employment opportunities; has experience in working with workforce development employment programs for youth ages 16-24, and experience in working with a not-for-profit organization. The candidate for this position must have a successful record of recruiting employers that are hiring and have career pathway positions.</p>			

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## Responsibilities:

- Recruitment of youth for trainee-workers for youth employment programs
- Recruitment of employers for job placements for Youth ages 16-24 and Adults with barriers.
- Maintaining records that pertain to company requirements and job responsibilities,
- Identifying and matching Youth and Adult applicants for particular job profiles
- Scanning and reviewing multiple resumes, analyzing the knowledge, skills and experience of candidates
- Attend professional meetings and create contacts within the industry as well as attend job and career fairs.
- Conducting prescreening interviews.
- Maintaining records that pertain to company requirements and job responsibilities
- Ensuring that all records related to the compensation and backgrounds of each Youth and Adult trainee-worker is properly maintained.
- Securing Memorandums of Understanding “MOU's” from youth employment program employer partners
- Assisting with coordinating job placements for Youth ages 16-24
- Conducting placement assessment and career explorations
- Working with employers to identify career credentials in their industry
- Assuring program placement requirements are met
- Conduct candidate and client orientations
- Coordinate participation at local career fairs.
- Develop and retain business relationships with employers utilizing staffing services.
- Discuss end of assignment performance evaluations with employer clients.
- Perform all aspects of the candidate screening process, including professional and responsive communication with candidates, pre-employment screening (background and drug testing) when applicable
- Recruit, interview and test applicants to evaluate their qualifications for assignments
- Work with Case Management Team to troubleshoot and resolve problems or complaints of employer clients regarding Youth and Adult trainee-workers.

## Background Qualification Requirements:

- Bachelor's or Associates degree preferred or equivalent experience
- Experience - Must have at least 2 years of experience in recruiting candidates for employment and employers for placements for a department or staffing agency
- Experience utilizing behavioral interviewing and other assessment techniques.
- Experience in sourcing, screening, interviewing, and assessing talent.
- Experience in job placement of Youth and Adults with barriers ; and ex-offenders
- Competent computer skills and internet skills
- Excellent interpersonal and group communication skills
- Excellent written communication skills
- Experience in Public Relations skills
- Experience in working with non-profit organizations
- Excellent knowledge of social media platforms, such as Facebook, LinkedIn and Twitter business setup and interactions
- Must have own transportation (reliable vehicle)
- Must have a valid driver's license
- Must have valid car insurance
- Must be able to pass a drug test and background check
  - Criminal background check (Required)
  - US work authorization (Required)

## Benefits:

- Paid Vacations (After 90-days with company)
- Sick Days (After 90-days with company)
- Personal Days (After 90-days with company)
- Bonuses - Based on Job Performance
- Continuous Education Reimbursements for Company related courses – Requires Management Approval

**- To Be Completed By Human Resource Department Representative Only -**

Reviewed By:

Date: