

CINCINNATI WORKS JOB POSTING

Cincinnati Works seeks a **Staffing Specialist** to assist our Members (clients) in attaining sustainable employment. The Staffing Specialist will maintain regular contact with Members throughout the job-search process and will help them establish a job-search plan, assessing the Members' skills, education, work history, availability and transportation needs.

The Staffing Specialist will:

- Conduct, demonstrate and coach job-search techniques. Guide Members through application procedures, general test/questionnaire preparation, interviewing skills and attitude while providing support, encouragement and feedback to make job search more effective.
- Help Core Employers fill open positions by matching them with appropriate, available job-seeking Members. Research and remain aware of additional job opportunities, including job fairs. Remain aware of trends in the labor market.
- Document all interactions in Cincinnati Works database to ensure accurate information for timely follow-up of services.
- Assist with Job Readiness Workshop as assigned and as needed. Update Member resumes as needed.
- Serve as liaison between Members and Director of Employer Engagement.

The ideal candidate will possess:

- The desire to work in a mission-driven organization and a passion for eliminating poverty.
- A strong belief that all people deserve the opportunity to take care of their families with the income they earn.
- Demonstrated ability in working with people from different cultural and socioeconomic backgrounds, including experience working with the behaviors of at-risk populations.
- Associates degree or 2 years equivalent experience in the staffing industry.
- Ability to work a flexible schedule (occasional evenings and weekends may be required).

To apply, send an email to HR@cincinnatiworks.org with "Staffing Specialist" in the subject line and include a cover letter, resume and salary expectations.

About Cincinnati Works:

Cincinnati Works is a nonprofit organization that brings hope and encouragement to people living in poverty through a network of comprehensive employment services and employer partnerships. Founded in 1996, the organization has helped thousands of job seekers below the federal poverty level find employment and work toward economic self-sufficiency. Upon stabilization and retention of the job, coaching services are provided to enable Members to advance to higher paying jobs. Please visit cincinnatiworks.org for more information.