

OPEN POSITION

EXTERNAL/INTERNAL POSTING

Workforce Development Executive

Duties: Responsible for developing employment opportunities for organization clientele and placing them into career opportunities based on training needs and career goals of individual clients

Develop career strategies for job seekers utilizing assessments and other tools

Demonstrate the ability to perform in a performance-based, team oriented

Secure employer transactions that results in job order, client referrals, 1st Source agreement and job placement of clientele

Must meet monthly, quarterly and annual goals for the placement of Clientele

Market and sell organizations on the valued service FEC provides

Assist in special projects involving job training and FEC special initiatives as assigned

Ability to establish program objectives or performance goals and to access progress toward their achievement

Must establish and maintain a customer follow-up system

Complete employment and training plans in coherency and logical order

Interact with employers; identify employment opportunities, marketing for trainees and placed through sales efforts

Conducts follow-up through job training and placement interaction with clients and exceeding individual, team, and agency goals

Process related paperwork and compliance requirements

Other duties as assigned

Knowledge, Skills and Abilities

Knowledge of job training programs, goals, and objectives

Working knowledge of FEC population and programs
Ability to develop new employer relationships resulting in the employment of FEC referred clientele, or has established employer networks

Ability to work with and through others

Ability to express thoughts and ideas clearly and concisely, both oral and in writing

Must be able to work in culturally diverse work environment

Qualifications

Bachelor's degree or equivalent in work experience at the leadership or functional level, dependent upon the position

Experience with human resources staffing efforts preferred

Must have extensive marketing and outside sales experience (including cold calling)

Must be able to work in a culturally diverse work environment

Computer skills are essential

Excellent references, must be able to pass a background check

Must have personal transportation and auto insurance

Apply in person at the Full Employment Council/Missouri Career Center
Location: Central City 1740 Paseo, KCMO, (M-F 8-5) or send resume to;
sdryden@feckc.org

Applications accepted until position is filed

EOE/AA/M/F/V/ADA

E-Verify Employer

The Full Employment Council is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with Disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment via the Missouri Relay Services at 711.