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**Job Description**

**Job Title:** Job Center Director

**Weekly Hours:** 24 hours/week

**Benefit eligible:** Yes

**FLSA Status:** Non-exempt

**Supervises:** SER Trainees/Volunteers

**Department:** EChO Job Center

**Reports to:** Client Services Director

**Last Revision Date:** 02/10/19

**SUMMARY**

The mission of EChO is to assist people in our community with their basic and urgent needs, and to help them realize their potential on a path to self-sufficiency.

EChO Job Center Purpose: To provide employment-related and support services that are responsive to the needs of job seekers, employers, and our mountain community.

We have created a workplace that values honesty, mutual respect, teamwork, and high standards – where every person has the opportunity to excel. The office environment can be challenging and rewarding. All SER trainees and volunteers who work at the Job Center are very important to the success of this program.

The Job Center Director is responsible for the overall management and organization of the program.

**PRIMARY RESPONSIBILITES**

1. Meet with EChO clients and community members to provide job seeking knowledge and positive encouraging support with assessments, networking tools, website resources, online application assistance, cover letters, resumes and interview skills.
2. Work with and supervise volunteers providing services in Job Coaching, Mock Interviews, Assessments, Tech Time support, Coffee Club guest speakers, and other training.
3. Supervise SER Trainees: organizes schedules, provides a safe learning environment, signs bi-weekly time sheets, submits required government grant forms, and meets bi-annually with the State Coordinator for reviews.
4. Create program publicity with printed flyers, social media, Mailchimp, e-mail marketing
5. Educate clients, SER Trainees, volunteers and co-workers in computer skills, smart phones and tablets.
6. Develop and present workshops on job-related topics.
7. Lead weekly Coffee Club to offer social and networking opportunities.

**KNOWLEDGE AND SKILL REQUIREMENTS**

1. High School diploma required. Bachelor’s degree preferred.
2. Strong written and verbal communication skills.
3. Knowledge of resume and cover letter styles that is currently effective.
4. Knowledge of online job seeking skills including job search sites, application process, assessments and download of PDFs for resumes and cover letters.
5. Proficient computer skills in Microsoft Office Suite, accessing online resources, scanning documents, and accessing wireless printers.