



A proud partner of the **americanjobcenter** network

Job Coach/ Retention Specialist

Dedicated and Passionate about Social Justice? An encouraging leader and looking to inspire people? A strong communicator? **Looking for a career that has an impact?** We are hiring a **Full-time Job Coach/ Retention Specialist**

Some of your duties will include but not be limited to:

- Supporting participants to improve their wellbeing
- Use motivational interviewing techniques as appropriate to help guide participants to personal goals
- Engage participants in ongoing discussions about their employment goals
- Record and update participant information in applicable databases (i.e. Efforts-To-Outcomes, ASSET, MIS, CARES).
- Determine if supportive services are needed and assisting the participant with getting additional resources

Do you have???

- ✓ Bachelor's Degree in Social Science, Education, Business Management, Business or Public Administration or related field. An equivalent combination of related education and experience will be considered.
- ✓ Ability to work effectively under the pressure of deadlines, and within budget constraints.
- ✓ Knowledge of Milwaukee-based community resources
- ✓ Have strong administrative and organizational skills including management, and grant administration, and reporting.
- ✓ Ability to develop strong relationships with diverse groups of citizens, who may have conflicting interests and opinions.
- ✓ Excellent community organizing, negotiation, mediation, conflict management, and meeting facilitation skills.

Why Employ Milwaukee?

- ✓ We're a non-profit **local** workforce development board
- ✓ Full benefits including Health, Dental, Vision, 401K, and **Employer Paid LT & ST disability**
- ✓ Prime location! Just minutes from downtown Milwaukee
- ✓ Hybrid work from home models available
- ✓ Making a real positive impact in the lives of youth, adults, dislocated workers, and other target populations by providing various levels of career services, education, training, and employment opportunities

Send **Salary Requirements** and resume, stating the position you are applying for, to:

Employ Milwaukee HR Dept. at: HR@employMilwaukee.org

Interviews may be conducted during the posting period

Employ Milwaukee is an Equal Opportunity employer and service provider. If you need this information or printed material in an alternate format, or in different language, please contact us at (414)-270-1700. Deaf, hard of hearing, or speech impaired callers can contact us through Wisconsin Relay Service at 7-1-1.

2342 North 27th Street
Milwaukee, WI 53210
Phone: (414) 270-1700
Wisconsin Relay: 7-1-1
employmilwaukee.org