



A proud partner of the **americanjobcenter** network

Program Recruitment Specialist

Are you an independent & driven worker? Do you enjoy working with people and excited to help get people employed? Are you an excellent communicator both verbal and written? **Then this is the career for you!** We are looking to hire a **Full-time Program Recruitment Specialist**.

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

- Administer and interpret aptitude and proficiency tests. Also, determining the supportive services needed for potential participants, and explains available employment programs and resources.
- Counseling and coaching skills with the ability to work effectively in a range of diverse teams.
- Provide presentations to explain employment programs and services.
- Record and update participant information in applicable databases (i.e. Efforts-To-Outcomes, ASSET, MIS, CARES).
- Assist program participants and community job seekers in navigating online career databases, drafting resumes, submitting electronic job applications, and preparing for the interview process.
- Building networks to find qualified candidates.

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 serving the diverse populous of Milwaukee County.
- ✓ Have strong administrative and organizational skills including management, grant administration, and reporting.
- ✓ Ability to travel for recruitment meetings, college visits, and career fairs and maintain a flexible work schedule
- ✓ Experience using applicant tracking systems; Experience with civic affairs, community groups, governmental (City, State, and Federal), and community agencies. Experience supporting, empowering, and managing individuals.

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.

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