



Workforce Specialist Worker Advancement Initiative (WAI) Grant

Do you have a passion for serving the community? Enjoy helping people? Are you a strong communicator? **Then this is the career for you!** We are looking to hire a **Full-time Workforce Specialist, assigned to our Worker Advancement Initiative (WAI) grant.**

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

- Interview potential participants to assess and record WAI eligibility and assess education and employment information to determine the participants' career development opportunities; record all enrollment touchpoints for eligible WAI participants.
- Assist the WAI Project Manager with day-to-day operation of the WAI grant, including, but not limited to, data entry into the State's database (ASSET) as well as Employ Milwaukee's database (ETO).
- Work with participant to create Individual Development Plan (IDP) and update as needed.
- Screen participants for any barriers and supportive-service-related needs.
- Track, document and submit to EMI's Fiscal Dept., vouchers and other documents for stipends, incentives, training, and employment needs.
- Record all participant training, supportive services, and employment information in ASSET and ETO.
- Maintain contact and assist participants during training, paid work experiences, etc.
- Maintain follow-up contact with participants as required.

Do you have:

- ✓ High School Diploma, GED or equivalent;
- ✓ Ability to work effectively under the pressure of multiple simultaneous deadlines;
- ✓ Experience using data entry systems; community groups, governmental (City, State, and Federal) and community agencies;
- ✓ Experience supporting, empowering, and managing individuals;
- ✓ Experience with video meeting tools such as Zoom;
- ✓ Experience using Applicant Tracking Systems for database entry and record-keeping
- ✓ Strong Word and Excel skills;
- ✓ **BONUS:** Bachelor's Degree in Social Science, Education, Business Management, Business or Public Administration or related field;
- ✓ **BONUS:** Familiarity with ETO (Efforts to Outcomes data management system) and ASSET (Automated System Support for Employment and Training data management system).

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.

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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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employmilwaukee.org

- ✓ Hybrid work from home model may be available for this position.
- ✓ Make a 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.

If you are interested and qualified in applying for this position, **please email your resume and salary requirements** to Employ Milwaukee HR Dept. at: HR@EmployMilwaukee.org.

Please **put “Workforce Specialist-WAI” in the Subject Line.**

Interviews may be conducted during the posting period