



Job Announcement

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| | Date Posted: 10/26/2018 Closing Date: Open Until Filled |
| Position Title: | BankWork\$® Instructor |
| Starting Salary Range: | \$44,678.40 to \$67,017.60 (Level 212) |
| Minimum Education: | College degree preferred but not required. |
| Minimum Experience: | 5 years of experience working in retail banking. 3 years of professional adult training experience (i.e. trainer, teacher, instructor, or educator). |
| Job Summary | The BankWork\$® Instructor's primary responsibility is to provide program participants with the knowledge, skill set, and mind set required to begin a career in banking/financial services. |
| Minimum Knowledge, Skills & Abilities: | <ul style="list-style-type: none"> • Ability to teach a curriculum-based training program. • Effective knowledge of banking and financial services. • Ability to establish and maintain effective working relationships. • Effective written and verbal communication skills to communicate with program participants and partners. • Ability to work independently as an instructor. • Ability to effectively interact with multi-cultural and diverse individuals with barriers to employment. • Demonstrated knowledge in recruiting, assessing, enrolling, career coaching and placing participants/clients. • Ability to be customer service and results oriented. • Demonstrated sales skills. • Proficient in use of Windows, Microsoft Word, Excel and Outlook. • Other required key attributes: team player, achievement oriented, problem solving, project management/logistical skills, professionalism and strong work ethic. |
| Job Duties: | <ul style="list-style-type: none"> • Interviews program candidates and administers assessments to determine eligibility for the program. • Teaches program participants the fundamentals of branch banking, bank products and services, strong customer service and client engagement skills, and bank product/service sales and internal referral skills. • Provides group and one on one coaching and mentoring to ensure each program participant has the competence and confidence to present themselves as a qualified and committed candidate for entry level teller, customer service representative, and/or personal banker positions. • Identifies specific areas for individual coaching and mentoring during the course of the BankWork\$ program. • Provides program participants with individual and group training on all job search related skills; resume, cover letter, online and hard copy employment applications and keys to an effective interview. • Manages the collection and maintenance of personal/background documentation, contracts and progress reports of program participants. • Works closely with bank partners to ensure awareness of any changes in branch functional roles/positions, desired innate and learned abilities to make sure graduates are meeting the evolving needs of bank partners. • Develops and sustains strong relationships with retail recruiters and line |

*Interviews may be conducted during the posting period.
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| | <p>managers at partner banks to ensure pro-active participation in job fairs and prioritizes BankWork\$ as a source of candidates for job openings within the banks.</p> <ul style="list-style-type: none"> • Develops strong relationships with banks, other financial services organizations, job placement agencies, organizations serving veterans/transitioning military and spouses, community organizations and faith-based organizations, social media, and all other avenues that can serve as a source for BankWork\$ program participants. • Plans and executes a formal graduation and job fair for each session. • Presents graduates to bank partners to optimize placement results. • Accurately collects, records, analyzes, and reports/submits all required program and program participant performance data to BankWork\$ National team. • Provides feedback to BankWork\$ National team regarding suggestions on updating and enhancing the program curriculum and all program materials. |
| <p>To Apply:</p> | <p>Send cover letter and resume, stating the position you are applying for, to: Human Resources, Employ Milwaukee 2342 N. 27th Street, Milwaukee, WI 53210 Fax: (414) 225-2375 E-Mail: lucas.olivieri@employmilwaukee.org</p> |

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