

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: **E/BFSC 5-2012**

POSITION: **EDUCATION SLOT DEVELOPER**

OPENING DATE: **01/27/2012** CLOSING DATE: **02/10/12** OPEN UNTIL FILLED: _____

SALARY: **Commensurate with Experience**

FLSA STATUS: **NON-EXEMPT**

EMPLOYMENT STATUS: Full-time Temporary Part-time

EMPLOYMENT PREFERENCE: To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit evidence of residency at the time of application. Preference **will not** be granted unless the evidence is made at the time of application. Additional consideration will be given to qualified residents in the E/BFSC target area.

MISSION: To Strengthen Families and Build Vibrant Communities in Washington, DC.

E/BFSC provides family-centered work readiness and placement services to Temporary Assistance for Needy Families (TANF) customers, under an agreement with the District of Columbia Government.

BRIEF DESCRIPTION OF DUTIES:

Under the direct supervision of the Program Director, the TANF Employment Program Education Slot Developer will continuously network, develop, and nurture relationships with District Government agencies, community based public, private, religious and non-profit organizations to remain knowledgeable of the depth and breadth of education slots that can help TANF customers enhance their education and upgrade their skills. S/he will work closely with Case Managers to explain the scope of the education slots available to the customer, and encourage and facilitate enrollment in the appropriate education slots. S/he will also be responsible for interpreting the CASAS ECS appraisal scores, reviewing the results with customers and their assigned Case Manager and making referral recommendations to education slot providers.

QUALIFICATIONS REQUIRED:

- A minimum of a Bachelor's Degree from an accredited U.S. college or University; or
- A minimum of five years of experience developing education placements and enrollment activities

SKILLS and COMPETENCIES REQUIRED:

- Established relationships with District Government agencies, community based public, private, religious and non-profit organizations in the Washington Metropolitan Area
- Experience interpreting academic assessment tools
- Effective verbal and written communication skills
- Strong organizational and time management skills; attention to detail a must
- Demonstrated computer literacy and highly proficient at using Microsoft Office
- Knowledge of TANF customers and the challenges they typically face
- Demonstrated cultural competence and responsiveness
- Demonstrated commitment to service and the needs of families and communities
- Ability to work well in a fast-paced professional environment

Candidates must have a valid driver's license, copy of driving record and proof of valid auto insurance. Must obtain a FBI, Police and Child Abuse Registry Clearance; be available during evenings and weekends, and must provide health certification and proof of TB screening test.

HOW TO APPLY

Candidates must submit resumes to Human Resources at resume@ebfsc.org or fax via 202-832-9401