

**POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NO: E/BFSC 4-2012

POSITION: **EMPLOYMENT SPECIALIST**

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 Employment Specialist will be responsible for workforce development and career training. S/he will demonstrate excellent coaching, facilitation, and teaching skills. The Employment Specialist will focus on preparing customers for employment by creatively mixing the training topics and of delivery. S/he will be responsible for ongoing development and leadership of the job readiness track and creating a stimulating learning environment whereby the customers continue to remain motivated throughout the employment preparation process.

**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 in adult learning, workforce development, career training or other employment related field

**SKILLS and COMPETENCIES REQUIRED:**

- Proficient at facilitation and coaching
- Ability to create stimulating learning environments and keeping customers engaged
- 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](mailto:resume@ebfsc.org) or fax via 202-832-9401

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