

EMPLOYMENT OPPORTUNITY

Center for Families and Children / WSEM / El Barrio
Talent Management Department
4500 Euclid Avenue
Cleveland, Ohio 44103
(216) 432-7257 (Fax)
careers@c4fc.org

Position:

Posting Date

Closing Date for Applications:

Recruiter / Facilitator – El Barrio

January 6, 2012

January 16, 2012
(Internal Candidates)

Job Duties & Responsibilities:

1. Design, implement and execute promotional and recruitment plans to attract and enroll clients in El Barrio's workforce development programs, in particular but not exclusive to Hispanic workforce and financial literacy.
2. Design, produce and distribute electronic and printed material required for the promotional and recruitment plan.
3. Maintain contact within the community and travel considerably, if required, to recruitment points such as, but not limited to, schools, other community or religious organizations, public gathering sites, college campuses, to search for potential clients.
4. Screen, interview, and verify applicants' eligibility requirements for the corresponding program.
5. Apply evaluations, tests or any general assessment to program applicants, as applicable.
6. Be thoroughly familiar with El Barrio programs, career profile and eligibility requirements in order to discuss opportunities, working conditions, training opportunities and other issues related to workforce development programs.
7. Perform oral presentations before different types of audiences with the purpose of promoting the basic training and qualification programs
8. Assist clients for a smooth transition into programs, connecting them with Case Managers and all other relevant staff members.
9. Collect, update and maintain data relevant to recruiting target populations.
10. Develop and maintain cordial relationships between El Barrio and major points of recruitment.
11. Provide periodic information on client recruitment to Director of El Barrio, for reporting purposes, to Operations Manager and any other staff who may require it.
12. Assist with special projects and other duties as assigned.

Job Qualifications:

Must be a high school graduate, associate's degree preferred. Flexibility/openness to work with individuals who are challenged to find employment; fully bilingual in English and Spanish; Results-driven; Strong organizational skills; Strong public speaking/teaching skills; High energy/positive attitude; Ability to Multi-Task; Multicultural sensitivity; Proficient in computer programs such as Microsoft Word, Excel, Power Point and different design programs; Ability to cope in potentially high-stress situations; needs to work well and efficiently with limited supervision.

Requires their own vehicle for travel to other facilities and meetings. May require availability for evening and weekend hours depending on the needs of El Barrio and its' clients.

Application Procedures:

For consideration of this employment opportunity, please submit your application materials to the address, fax, or email address noted above. Internal candidates must apply by forwarding an Internal Applicant Bid Form and résumé to the Human Resources Department. (An employment application can be accepted in place of a



EMPLOYMENT OPPORTUNITY



resume.) External candidates must submit two copies of their résumé and cover letter if applying by postal mail.

**The Center for Families and Children
Talent Management Department
Attention: Recruiter / Facilitator – El Barrio
4500 Euclid Avenue
Cleveland, Ohio 44103
HR Fax #: (216) 432-7257
HR Email: careers@c4fc.org**