GROWING HOME

Job Placement Associate

Growing Home, a job training program for individuals with employment barriers, has been working in Englewood for the past decade. The Employment Training department at Growing Home is looking for a dynamic Job Placement Associate to add to our team. We are seeking candidates who are results oriented, with strong organizational skills, and who excel in relationship building.

Top candidates will be energetic, committed to individual and social change, and willing to assist in all aspects of our training program. The Job Placement Associate will have experience mentoring and coaching individuals, maintaining accurate records, and working with diverse populations. The Job Placement Associate will primarily be tasked with individual job development and oversight of employment retention.

The Job Placement Associate works at the Wood Street Urban Farm, 5814 S. Wood Street, and is supervised by the Director of Employment Training.

To apply, submit an application to jobs@growinghomeinc.org. Your application must consist of a cover letter and resume. The subject line of your application email should be "JOB PLACEMENT ASSOCIATE." Applications must be received by April 28, 2017 at 5:00 pm. Emails only; calls, in-person visits, and postal mail will not be accepted. Incomplete applications will not be accepted.

Primary Position Responsibilities

- Ensures participants remain goal-driven throughout the program by collaborating with employment training and farm enterprise staff
- Leads participants in independent job search; provides one-on-one job search support, including assistant with resumes, cover letters, and applications
- Serves as a regular classroom trainer and provides support to external facilitators
- Assists in development and implementation of retention plans and employment tracking
- Tracks, reports, and verifies all employment placements and ongoing employment retention; maintains up-to-date case notes
- Maintains an ongoing system of communication with program graduates and businesses employing program graduates
- Assists in other department reporting and data management
- Assists in new employer partnership cultivation and ongoing relationship maintenance
- Assists in all stages of the recruitment process
- Assists in office support tasks and operations tasks as necessary
- Assists in case management and supportive service provision as necessary
- Assists in Graduate events and activities as needed

Qualifications

- Exceptional organizational and time management skills; ability to work independently and exercise sound judgment in decision-making
- Strong written and verbal communication skills; ability to engage, inspire, and influence a wide variety of stakeholders
- Professional computer competency; including the use of Microsoft Office, email, electronic calendaring, and web-based programs; preference for individuals with experience using database programs
- Aptitude and willingness to navigate public transportation throughout the greater Chicago-area; OR valid drivers license
- At least three years of relevant work experience; OR Bachelor's degree in related field

All qualified applicants will be considered for employment without regard to race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, gender identity, military status, current employment status, or prior record of arrest or conviction.