



Man-Tra-Con Corporation is seeking candidates to fill the following position:

**Job Title:** Career Specialist (LD-092220-01)

**Location:** Jackson County, Illinois

**Salary:** \$25,000 to 35,000 per year, D.O.E.

### **Job Description**

Man-Tra-Con Corporation is seeking candidates for a full-time, permanent, Career Specialist position. The Career Specialist will work with customers in Jackson County, Illinois, to develop professional goals and job readiness skills that will enable them to secure and maintain full-time employment.

A Man-Tra-Con Corporation Career Specialist is purpose-driven, with the ability to balance the priorities of providing superior customer service and ensuring accurate, timely completion of paperwork and data entry. The Career Specialist will make a difference in our community by helping hard-to-serve job seekers in a role that is more coach than counselor.

This full-time position is based upon a 35-hour workweek. Excellent benefits include medical, dental, vision, 401K, pension, 14 paid holidays, plus 4 weeks of leave time in the first year of employment.

### **Responsibilities**

The Career Specialist is expected to:

- Provide case management to job seekers including but not limited to: job search assistance, job referrals, resume preparation and revision, job interview preparation, and coaching on employability skills.
- Establish and maintain relationships with partner agencies, staying current on services provided, and making appropriate referrals to assist customers in overcoming barriers to employment.
- Perform outreach duties including but limited to: conducting orientations for new customers; making presentations to small groups; and talking with potential customers at community events, resource fairs, and hiring events.

### **Knowledge, Skills and Abilities**

Candidates should possess the following skills:

- Customer Service
- Effective Written & Verbal Communication
- Computer Literacy
- Attention to Detail
- Flexibility
- Problem Solving
- Public Speaking

- Community Relations
- Time Management

### **Educational/Work Experience Requirements**

- Candidate must have a combination of some college and applicable work experience, or a bachelor's degree.
- We find that our most successful career specialists often come to us with work experience and/or coursework in public administration, human services, education, human resources, communications, or closely related areas.

### **Requirements**

This position requires residency in Jackson County, Illinois. Candidates must also possess the following employment standards:

- Excellent written and verbal communication skills
- Proficiency in the use of Microsoft Office software (Word, Outlook and Excel) and Internet applications is expected
- Demonstrate daily problem solving skills, working with a diverse and sometimes difficult-to-serve customer base
- Superior interpersonal skills and the ability to consistently deliver excellent customer service
- Ability to handle personally identifiable information according to federal, state and local policy, and maintain strict confidentiality
- Ability to perform independent, remote work, traveling between local offices and other sites within the community

### **How to Apply**

This position is available at no cost to you! To apply for this position, please submit a resume and cover letter via email to: [leighdunning@mantracon.org](mailto:leighdunning@mantracon.org) with "Career Specialist Jackson County" in the subject line.

**Man-Tra-Con Corporation is a member of the American Job Center network,  
and an Illinois workNet Center partner.**

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