



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

Job Title: Career Specialist (LD-010622-01)

Location: Mt. Vernon Illinois

Salary: \$28,000 to 35,000 per year, D.O.E.

Job Description

Man-Tra-Con Corporation is seeking candidates for a full-time Career Specialist position. The Career Specialist will work with at-risk youth and adults in southern Illinois, to develop professional goals and job readiness skills which 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 work week. Excellent benefits include medical, dental, vision, 401K, pension, 14 paid holidays, plus 4 weeks leave time in the first year of employment.

Responsibilities

The Career Specialist is expected to:

- Provide case management to at-risk youth and adults, 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.
- Travel in the local area, including regular travel to Man-Tra-Con's Marion office, will be required. Mileage reimbursement is provided.

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
- Ability to independently use a laptop computer, connect to WiFi, and perform basic troubleshooting
- Proficiency in the use of Microsoft Office software (Word, Outlook and Excel) and Internet applications
- 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 travel between local offices and other sites within the community
- Preference will be given to candidates that live within a 25-mile radius of Mt. Vernon.

COVID-19 Considerations

Masks are required in our offices, and social distancing procedures are in place. Communication may also be conducted via phone, email, or video conference.

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 with "Career Specialist" 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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