

JOB DESCRIPTION

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Position: Business Engagement Specialist

Employment Classification: Non-Exempt

Reports To: Employment/Training Supervisor

Supervises: None

Summary/Purpose: The Private Industry Council of Westmoreland/Fayette, Inc., has provided workforce, education, and early childhood educational services to the communities we have served for over 40 years. The Business Engagement Specialist plays a critical role in promoting PA CareerLink® programs and services by identifying, engaging, and building relationships with businesses seeking staffing and training solutions. This position is responsible for recruiting and enrolling businesses into available services, coordinating job openings, and ensuring accurate and timely posting of opportunities through the PA CareerLink® website. The ideal candidate will have proven ability to work independently with minimal supervision, possessing intermediate digital and time management skills. Strong communication, organization, and relationship-management are essential to effectively connect employer needs with program resources.

Qualifications & Requirements:

Education: Minimum of an associate's degree in Business, Marketing, Public Relations, or related field with a commitment to obtain a National Family Development credential within 18 months of hire.

Experience: 2 years sales, public relations, vocational counseling and/or job placement experience.

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur constantly

Physical Demands: Light physical effort in predominantly sitting position. Potential eye strain. May include standing, sitting, bending, stooping, lifting, grasping, and stretching.

Special Demands/Requirements: Occasional travel and overtime hours required. Valid driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum). Current Act 33, Act 34, FBI/DPW, and NSOR clearance documentation at hire.

Confidential Information Used: Various forms of personally identifiable information (PII), including but not limited to, participant geographical and identification data, health/mental health, and developmental status, individual or family economic detail, environmental information, and personnel data.

Essential Job Duties: to be performed with or without reasonable accommodation

Duties may include any or all of the following: This list is intended to be representative.

01. Plan, coordinate and implement marketing and recruitment activities to enhance employer relationships.
02. Enter time sensitive information into electronic database system at scheduled intervals
03. Monitor new/current job orders with a focus on targeted industry clusters.
04. Perform applicant searches to identify potential employees for businesses.
05. Contact job seekers obtained from applicant searches to discuss job openings and identify specific skills and interests of job seeker prior to referral.
06. Offer basic assessment and explanation of available services to customers assisted in job matching.
07. Contact employers to promote qualified job seekers.
08. Follow up with employers and job seekers through referral/placement process.

09. Coordinate the placement of job seekers into existing opportunities.
10. Assist in the coordination of career/job fairs.
11. Make referrals to other services based on job seeker needs.
12. Maintain, record, and prepare reports as needed.
13. Prepare timecards, forms and other paperwork as required.
14. Attend all professional development trainings, meetings, and events as necessary.
15. Perform other duties and assist with special projects as assigned.

Corporate Expectations:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador who influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

PAY GRADE:

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HOURLY WAGE:

\$18.83 – Associate's
\$21.18 – Bachelor's

HOURS PER WEEK:

37.5
Possible non-traditional