

Job Title	Workforce Development Specialist
Employer/ Agency	The Women's Home
Job Description	<p>Description: The Workforce Development Specialist is responsible for providing comprehensive support and guidance to individuals seeking employment or career advancement opportunities. This role involves assessing clients' skills, interests, and goals, and assisting them in developing job search strategies, acquiring relevant job skills, and connecting with employment opportunities. The Workforce Development Specialist plays a crucial role in empowering clients to achieve self-sufficiency through meaningful employment and career development.</p> <p>Key Responsibilities:</p> <p><u>Client Assessment and Career Planning:</u></p> <ul style="list-style-type: none">• Conduct comprehensive assessments of clients' skills, qualifications, work experience, and career goals.• Assist clients in identifying their strengths, interests, and areas for professional growth.• Collaborate with clients to develop individualized career and/or educational plans, setting realistic goals and milestones.• Provide guidance on educational and training opportunities that align with clients' career objectives. <p><u>Job Readiness and Skill Development:</u></p> <ul style="list-style-type: none">• Deliver workshops and training sessions on job search strategies, resume writing, interview skills, and professional etiquette.• Facilitate career development workshops on topics such as networking, job retention, and advancement.• Coordinate with external training providers and educational institutions to offer relevant skill-building programs.• Provide one-on-one coaching to clients to enhance their job readiness, including mock interviews and resume reviews.

- Assess and address any barriers to employment, such as transportation or childcare issues, and connect clients with appropriate resources and support services.

Job Placement and Employer Engagement:

- Collaborate with local employers, industry partners, and job placement agencies to identify employment opportunities for clients.
- Develop and maintain a network of employers and industry contacts to match clients with suitable job openings.
- Facilitate job fairs and networking events.

Other Duties

- Represent TWH at various meetings as requested.
- Cross-functional collaboration within The Women's Home to provide input, alignment, and execution of the greater workforce development strategy.
- Establish and monitor goals and outcomes in alignment with grant funding and organizational strategy.

Qualifications

- Bachelor's degree preferred in a related field (e.g., Psychology, Human Services).
- 2 -3 years' experience in workforce development, career counseling, or a related field.
- Bilingual; Spanish-speaking preferred
- Strong communication and interpersonal skills.
- Fluency with Microsoft Office Suite including SharePoint and Teams
- Ability to collaborate effectively with diverse stakeholders.
- Knowledge of current employment trends and market demands.
- Experience working with a multidisciplinary team preferred.
- Ability to prioritize, multi-task and be highly organized

Salary/Hours	\$50k - \$60k (annually) Full Time- Exempt
City, State, Zip	Houston, TX, 77055
Application Method	Apply Here: https://www.thewomenshome.org/careers-internships/?gnk=job&gni=8a7883ac8d19fe6e018d79cebb97503f&gns=Indeed+Free
Opening Date	Immediately

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