



**Opportunities Industrialization Center, Inc.**  
1231 N. Broad Street, 4<sup>th</sup> Floor, Philadelphia, PA 19122

## **Job Description: Employment Specialist**

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Since 1964 Philadelphia OIC has been a leading workforce development and education provider. OIC offers adult and youth populations valuable job training, life skills, digital literacy, high school equivalency preparation, and employment opportunities.

### **Summary:**

The Employment Specialist is responsible for providing workforce development services to participants. The Employment Specialist creates relationships with employment partners and then works as a liaison between these employment partners and program participants in an effort to match participants with available positions. The Employment Specialists also conduct mock interviews, create resumes, and conducts job fairs.

### **Essential Duties and Responsibilities:**

- Administer assessments with applicants as they complete the OIC Philadelphia's intake process.
- Assign participants job fairs and career development workshops to attend, as needed.
- Assist participants with creation and/or update of resumes.
- Verify participant employment with employers and record information on Employment Verification forms.
- Collect paystubs from participants for retention purposes.
- Document all participant employment information.
- Conduct career development workshops for OIC participants.
- Attend partner meetings with One Stop Shop(s), American Job Center(s), and CareerLink programs.
- Manage and maintain current employer related partnerships within OIC Philadelphia.
- Garner new employer partnerships with employers, especially in areas relative to programmatic educational and vocational trainings.
- Other duties as assigned.

### **Essential/Training/Work Experience:**

- Knowledge of current labor market trends, including appropriate compensation and benefits for positions.
- Awareness of proper resume formatting and style.
- Strong research, writing and editing skills.
- Outstanding organizational skills.
- Excellent verbal, written and interpersonal communication skills.



- Patience when working with novice job seekers.
- Solid negotiation and persuasive skills.
- Computer literacy in word processing, email, Internet, database usage and spreadsheets.
- Ability to maintain confidentiality with sensitive information.

### **Benefits**

Philadelphia OIC is a mission-driven nonprofit, that provides both the values and sense of purpose that working for a historic nonprofit provides. We provide a competitive salary and a comprehensive benefits package and invest in the growth and development of our staff. Our work environment is collaborative and focused and will provide you with the opportunity for deep utilization of your set of talents.

### **Education:**

- Bachelor's degree in Human Resources, Employee Relations, Business, or a related field.

### **Additional Requirements:**

- 2-3 years of related experience.
- Reliable Transportation.
- Commitment to OIC Philadelphia's mission.
- Ability to work effectively with people of diverse educational and cultural backgrounds, from reentrants to public officials.
- Willingness and ability to travel within the city of Philadelphia and surrounding communities.
- Knowledge of the criminal justice system and/or experience with reentrants is preferred.

### **Work Conditions**

Philadelphia OIC is currently working in a hybrid work environment that allows for a flexible work schedule. When in the offices, this individual will work in a typical office environment, however, this is a hands-on role.

*Please note that Philadelphia OIC requires all employees to be fully vaccinated against Covid-19.*

### **DISCLAIMER:**

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.



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**EQUAL OPPORTUNITY EMPLOYER:** Philadelphia OIC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.