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## **Employment Consultant** TransCen, Inc. – Rockville, MD

**Are you looking for a job where you can earn a paycheck and make a difference in your community? Then we are looking for you!**

TransCen, Inc., a leading organization in Career and Workforce Development for youth and adults with disabilities, is currently seeking an Employment Consultant for our Rockville office to join our team.

### **Position Summary:**

This Employment Consultant position will focus on **employer engagement/job development** and is responsible for working with the local business community in identifying employment opportunities for youth and adults with disabilities across several projects. This position is responsible for **establishing employer relationships to identify human resource needs and, develop employment proposals that match the skills and interests of job seekers with disabilities to the needs of local business**. The team member will negotiate paid positions and/or develop and coordinate internships within local businesses based on the interests of the job seeker.

### **Essential Functions/Responsibilities:**

- Manage an active caseload of approximately 15-20 job seekers
- Develop and implement individualized employment plans with job seekers
- Outreach with the local business community
- Conduct informational interviews with local businesses
- Assist in the development of promotional/marketing material to local businesses
- Meet face-to-face with businesses (individual meetings, presentation to employer groups)
- Network with employers through personal and professional contacts (e.g., chamber of commerce, local SHRM chapter, Rotary and other business organizations)
- Facilitate workplace tours, internships, and placements for job seekers
- Utilized customized employment strategies to assist job seekers in obtaining employment using “out of the box” strategies (e.g., not just going through the newspaper or Internet)
- Document client progress on a daily/weekly basis
- Coordinate transition between employer, individual and CEO team member for internships and placements (e.g., employer agreements, client needs for support)
- Maintain relationships with employers currently working with TransCen/CEO
- Communicate with job seeker, funding source and team regarding employment progress

**Skills/Knowledge/Qualifications:**

- Mission driven
- Strong communication skills: written and oral
- Strong interpersonal skills.
- Strong organizational and problem solving skills.
- Ability to prioritize and juggle concurrent demands
- Ability to facilitate trainings and to work with diverse individuals.
- Ability to network with diverse employer & job seeker constituents.
- Ability to work as a team and collaborate with others.
- Social media skills a plus.
- Proficiency in Microsoft Word, PowerPoint, Excel
- Must have car and willingness to travel within the county.
- Bilingual in Spanish a plus.

The salary range is from \$45,000 - \$50,000 depending on skills and background. Excellent benefits and retirement package.

Send letter of interest and resumé to:

TransCen, Inc. Human Resources  
12300 Twinbrook Pkwy., Suite 350  
Rockville, Maryland 20850

Or

Email [HR@transcen.org](mailto:HR@transcen.org)