



## **Employment Consultant**

**CEO – Milwaukee, WI**

**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. is a 501(c)(3) organization that is dedicated to improving education and employment success of youth and young adults with disabilities. We are a small, but impactful organization consisting of go-getters and innovators who are determined to make a positive change! We are looking for a mission-driven Employment Consultant to join our team in our Wisconsin office, Creative Employment Opportunities (CEO). Our service area covers Milwaukee and Waukesha Counties

### **Position Summary:**

This Employment Consultant position will focus on employer engagement and is responsible for working with local businesses to identify employment opportunities for youth and adults with disabilities. The team member will negotiate paid positions and/or develop and coordinate internships within local businesses based on the interests of the job seeker. They may also be responsible for providing skill instruction and job support based on the needs of the job seeker. Some evening and weekend work may be required.

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

- Manage an active caseload of approximately 8-10 job seekers
- Conduct Positive Personal Profile and develop/implement individualized employment plans with job seekers
- Conduct Informational Interviews to facilitate workplace tours, job shadows, internships, and employment for job seekers
- Outreach with the local business community, including individual meetings and presentations to employer groups (e.g., Chambers of Commerce)
- Maintain relationships with employers currently working with TransCen/CEO
- Utilize 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)
- Coordinate transition between employer, job seeker and CEO team member for internships and placements (e.g., employer agreements, client needs for support)
- Document client progress on a daily/weekly basis
- Communicate with job seeker, funding source and team regarding employment progress weekly/bi-weekly

### **Skills/Knowledge/Qualifications:**

- Minimum of 5 years working or volunteering in a nonprofit
- Associate's or bachelor's degree (or equivalent experience)
- Working knowledge of Microsoft Office, Adobe PDF and Google Suites
- Working knowledge of client management software
- Ability to work occasional evenings and weekends
- Must have a valid driver's license and car insurance with reliable transportation
- Must be able to pass a background check
- Bilingual in Spanish a plus

### **Additional Qualifications:**

- Mission driven
- Ability to time manage, prioritize workload, and juggle concurrent demands
- Ability to think critically, creatively problem solve, and use data analysis for sound decision making
- High level written and verbal communication skills
- Ability to work with diverse individuals and families
- Ability to network with multiple stakeholders, including funders
- Ability to work independently and as an effective member of a team
- High level of discretion and confidentiality
- Ability to synthesize information and communicate in a succinct manner to multiple people, including family members and individuals with disabilities
- Disciplined self-starter who can set and achieve goals

### **MAJOR bonus points if you have...**

- Experience working with individuals with disabilities and families
- Strong connections to the community
- A passion for improving employment outcomes for people with disabilities
- Familiarity with social media

### **Perks in Working for Us!**

- Medical, dental and vision benefits
- Retirement contribution
- Group life insurance
- Generous vacation and sick leave

### **Application Process and Other Details**

**Limitations and Disclaimer:** The above job description describes the general nature and level of work to be performed; it is not meant to be an exhaustive list of all responsibilities, duties, and skills required for the position.



**Timeline:** Position will remain open until filled. Applications will be reviewed, and candidates considered on a rolling basis. A mutually agreed upon start date will be determined at the time of hire.

**COVID-19 Vaccination:** We require staff and contractors to be vaccinated. We understand that there may be medical or religious reasons for why one cannot get the vaccine. In which case, we request staff and contractors to contact us as soon as possible to request an exemption. Documentation may be required.

**To apply, please send a cover letter and your resume to [hr@transcen.org](mailto:hr@transcen.org)**

*TransCen, Inc. is an equal opportunity employer. Women, minorities, people with disabilities and veterans are strongly encouraged to apply.*