TransCen, Inc.
Job Posting: Business Liaison
Location: Milwaukee, WI (CEO Program of TransCen, Inc.)
Employment Type: Full-Time

About Us

At **TransCen, Inc.**, we believe that *employment changes lives*. As a national nonprofit, we are dedicated to improving the lives of people with disabilities through meaningful work and full community inclusion. Our **Creative Employment Opportunities (CEO)** program partners with individuals with disabilities and local employers to create opportunities where everyone can succeed.

We're looking for a **Business Liaison** to join our team — a relationship-builder who thrives on connecting people, cultivating employer partnerships, and helping individuals with disabilities reach their career goals.

Position Summary

The **Business Liaison** serves as the bridge between job seekers with disabilities and the business community. This dynamic role combines networking, relationship management, and advocacy to expand employment opportunities and ensure that both job seekers and employers feel supported every step of the way.

If you're energized by making connections, opening doors, and creating lasting impact in your community — this role is for you.

What You'll Do

As a Business Liaison, you will:

- Build and maintain employer relationships to create job and internship opportunities.
- Create individualized job development plans alongside job seekers.
- Serve as CEO representative at business forums, networking events, and community functions; promoting CEO services through presentations, trade shows, and community outreach.
- Facilitate workplace tours, internships, and job placements.
- Use innovative, "out-of-the-box" strategies to connect with employers beyond online postings.
- Collaborate with businesses to ensure successful onboarding and workplace support for clients.
- Prepare marketing materials and maintain accurate progress notes and reports.
- Be a trusted partner to clients, employers, and staff by communicating regularly and providing ongoing support.

What We're Looking For

- **Education/Experience:** Bachelor's degree in business, human services, rehabilitation, or a related field (preferred) OR equivalent experience.
- **Experience:** Prior experience in job development, sales, employer engagement, or working with individuals with disabilities.
- **Skills:** Excellent communication, presentation, and networking skills. Ability to connect with diverse stakeholders and represent the organization confidently in public forums.
- **Attributes:** Organized, self-motivated, adaptable, and able to manage multiple priorities with ease.
- **Other:** Proficiency in Microsoft Office and database systems; reliable transportation to attend employer meetings and events.

Why Join Us?

- Competitive salary
- Comprehensive health, dental, and vision insurance
- 403(b) retirement plan
- Paid vacation, sick leave, and holidays
- Ongoing professional development
- A mission-driven, collaborative, and supportive team environment

How to Apply

Interested candidates should send a resume and cover letter to **jfuller@transcen.org**. Applications will be reviewed on a rolling basis until the position is filled.

Social Media/LinkedIn version

🌟 **We're Hiring! Business Liaison – Milwaukee, WI** 🌟

Do you love making connections, building partnerships, and creating opportunities that change lives? Join **TransCen, Inc.** and our **Creative Employment Opportunities (CEO)** program as a **Business Liaison**!

In this role, you'll:
🤝 Build relationships with local employers
💼 Connect job seekers with disabilities to meaningful careers
🌍 Represent CEO at networking events, job fairs, and business forums
💡 Use creative, out-of-the-box strategies to open new doors

What's in it for you?
✔️ Competitive pay & full benefits
✔️ Professional growth opportunities
✔️ A supportive, mission-driven team that believes *employment changes lives*

👉 Ready to make a difference? Apply today!
📩 Send your resume + cover letter to **[insert HR email/contact info]**

#Hiring #BusinessLiaison #MilwaukeeJobs #Inclusion #DisabilityEmployment #TransCen