



## **TransCen, Inc.**

### **Job Posting: Employment 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 primary link between employers and job seekers with disabilities. This role focuses on building strong relationships with businesses, identifying workforce needs, and connecting those needs to qualified candidates with disabilities. The Business Liaison works directly with employers throughout the hiring process—outreach, recruitment, onboarding, and retention—while advocating for job seekers and supporting successful, long-term employment outcomes. Through strategic networking and relationship management, this role helps expand inclusive hiring practices and employment opportunities.

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 serve as the primary connector between employers and job seekers with disabilities, translating business needs into meaningful employment opportunities. You will:

- Build, manage, and sustain relationships with employers to develop job, internship, and work-based learning opportunities.
- Engage directly with businesses to understand workforce needs and identify matches with qualified candidates.
- Partner with job seekers to support individualized job development and employment goals that align with employer expectations.
- Represent TransCen/CEO at business forums, networking events, trade shows, and community meetings to promote services and expand employer partnerships.
- Facilitate workplace tours, internships, job trials, and placements that lead to competitive, integrated employment.
- Use creative, proactive, and relationship-based outreach strategies to engage employers beyond online job postings.
- Collaborate with employers to support successful recruitment, onboarding, accommodation, and retention efforts.
- Communicate regularly with employers, job seekers, and internal staff to ensure coordinated support and positive outcomes.
- Prepare outreach materials and maintain accurate documentation, progress notes, and reports.

## What We're Looking For

- **Education/Experience:** Bachelor's degree in business, human services, rehabilitation, workforce development, or a related field (preferred), or equivalent experience. Relevant experience may include employer engagement, business development, sales, workforce development, job placement, vocational rehabilitation, or community partnership roles.
- **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](mailto:jfuller@transcen.org). Applications will be reviewed on a rolling basis until the position is filled.