

**TransCen, Inc. – Creative Employment Opportunities (CEO) Program**

**Location:** Milwaukee, WI

**Position Type:** Full-Time

**Salary Range:** Starting salary of \$50,000 annually, based on experience

## **Help Businesses Find Talent. Help People Build Careers. Change Lives.**

What if your next job allowed you to grow business relationships, strengthen our local workforce, and create opportunities that change lives?

At TransCen, Inc., we believe that everyone deserves the opportunity to work, contribute, and thrive in their community. For over 40 years, we have been a national leader in advancing employment opportunities for people with disabilities.

We're seeking an energetic, outgoing, and mission-driven **Business Liaison** to serve as the bridge between Milwaukee-area employers and talented job seekers with disabilities. This is not a traditional sales role—but if you love networking, relationship-building, community engagement, and helping businesses solve workforce challenges, you'll feel right at home.

### **What You'll Do**

As a Business Liaison, you'll spend your time building partnerships, opening doors, and creating opportunities. You Will:

#### **Develop Employer Partnerships**

- Build and maintain relationships with local businesses across a variety of industries
- Learn about employers' workforce needs, hiring challenges, and organizational goals
- Identify opportunities for job placements, internships, job shadowing experiences, and work-based learning

#### **Connect Talent with Opportunity**

- Work with candidates with disabilities to identify interests and passions
- Match candidates with employer needs and workplace cultures
- Customize employment by identifying employer needs with candidate skills and interests
- Help employers discover the value and benefits of inclusive hiring practices

## **Be the Face of TransCen in the Community**

- Represent TransCen at networking events, business associations, chambers of commerce, workforce meetings, and community events
- Deliver presentations and share success stories that inspire businesses to become employment partners
- Expand TransCen's visibility throughout the Milwaukee business community.

## **Support Long-Term Success**

- Collaborate with employers during recruitment, onboarding, accommodation, and retention
- Maintain ongoing communication to ensure positive outcomes for both employers and employees
- Help businesses build more inclusive workplaces where everyone can succeed

## **Think Creatively**

- Use innovative outreach strategies beyond online job postings
- Explore customized employment opportunities that meet both business needs and individual strengths
- Help uncover hidden workforce needs that can become meaningful career opportunities.

## **Who You Are**

You might be a great fit if you:

- Love networking and developing relationships
- Are comfortable talking with business leaders, HR professionals, community partners, individuals with disabilities, and their families
- Enjoy solving problems and finding win-win solutions
- Are self-motivated and able to work independently
- Believe in the value of an inclusive workforce

## **Qualifications**

### **Required**

- Bachelor's degree in Business, Human Services, Rehabilitation, Workforce Development, Marketing, Communications, or a related field (or equivalent experience).
- Valid driver's license and reliable transportation for employer visits and community events.

- Strong communication, presentation, and relationship-building skills.

## Preferred

- Experience in business development, sales, recruiting, workforce development, community outreach, employer engagement, vocational rehabilitation, or disability services.
- Knowledge of disability employment, workforce systems, or inclusive hiring practices.
- Experience developing partnerships and working toward measurable outcomes.

## Why Join TransCen?

At TransCen, you'll be part of a team that believes employment is one of the most powerful pathways to independence, inclusion, and quality of life.

We offer:

- Competitive salary (\$50,000–\$60,000 based on experience)
- Health, dental, and vision insurance
- 403(b) retirement plan
- Generous paid vacation, sick leave, and holidays
- Professional development and training opportunities
- Flexible and supportive work environment
- Meaningful work that creates lasting community impact

## About TransCen

TransCen's mission is simple but powerful:

**Improving the lives of people with disabilities through meaningful work and community inclusion.**

Every employer partnership we build, and every employment opportunity we create, helps move that mission forward.

## Ready to Make an Impact?

Send your resume and cover letter to:

**Jen Fuller**

Human Resources Specialist

[jfuller@transcen.org](mailto:jfuller@transcen.org)



Applications will be reviewed on a rolling basis until the position is filled.

**Join us in building a workforce where talent—not disability—defines opportunity!**