

Position Title: CareerLink® Workshop Facilitator

To be considered for this position, please submit the following:

- A) Cover letter
- B) Resume
- C) Two references

To apply, send application to manderson@vitaeducation.org. Qualified individuals will be contacted through email, followed by an interview.

Position Title: CareerLink® Workshop Facilitator

Reports to: Director of Literacy and High School Programs

Status: Full Time, 37.5 hours per week, 52 weeks

Salary: \$38,000

Benefits: Vacation, holidays, sick days, personal days, and retirement plan according to the guidelines in Vita's Employment Policy Manual

Summary of job:

The CareerLink® Workshop Facilitator will conduct interactive job search and career exploration workshops for youth and adults to eligible participants in Bucks County. Workshops will be targeted to special populations, including immigrants, refugees, and those involved in the criminal justice system. In addition, the Workshop Facilitator will provide direct service to job seekers. Training will be given for the individual to learn about CareerLink® services and the variety of assessments used. The facilitator's office is located at Vita's site in Doylestown. Travel is necessary to CareerLink® sites as well as workshop locations.

While COVID-19 restrictions are in place, the facilitator will provide services remotely or in person as allowed by Health Department authorities. Additionally, the facilitator will observe the guidelines in the Vita Education Services COVID-19 Safety Plan.

Responsibilities:

- Participate in curriculum development of workshops
- Plan and implement interactive workshops at various locations
- Evaluate impact of workshops on participant learning based on best practices
- Provide direct services to customers at CareerLink, Vita, or partner sites
- Administer assessments and interpret results for CareerLink® participants
- Counsel customers in the services the CareerLink® offers

- Document and track individual accomplishments for grant reporting
- Provide monthly data collection and reports as required by grant guidelines
- Work collaboratively with CareerLink® staff and Vita staff
- Attend Vita and CareerLink® staff meetings
- Participate in professional development opportunities approved by Vita or the CareerLink® Director
- Comply with Vita's Employment Policy Manual
- Comply with Vita's COVID-19 Safety Plan
- Execute other responsibilities as assigned

Qualifications:

- A minimum of a Bachelor's Degree in education, human services, or business
- Experience in teaching or facilitating groups, preferably with adults
- Excellent computer and research skills
- Strong interpersonal and organizational skills
- Ability to meet time-sensitive deadlines
- Maturity and sensitivity in working with diverse populations
- Experience in applying a team approach to the workplace environment
- Use of a car for travel to various sites
- Clearances for PA child abuse, PA criminal record, and FBI Identity History Check