



Title: Outreach Coordinator/Job Developer
Salary Rate: \$15-\$16 plus benefits
FTE: Fulltime Position
Report to: Executive Director/Program Manager
Location: The Fresno Center, Fresno Ca

Duties and Responsibilities:

Under the direction of the Executive Director/Program Manager, the duties and responsibilities of the Outreach Coordinator/Job Developer include, but not limited to the following:

- a) Intake, assessment and orientation workshops.
- b) Work directly with GRID Alternatives to help identify candidates for solar training program.
- c) Outreach and education to SEA community through TV, Radio, and community outreach events on Grid Alternatives programs and opportunity.
- d) Assist in development of the soft skills curriculum.
- e) Teaches job search skills and Job workshop to participants.
- f) Counsels clients, including explaining policies and procedures.
- g) Motivates clients and promote self-esteem, personal and social responsibility.
- h) Set up individual employability plans for clients.
- i) Make referrals to solar job openings.
- j) Monitor, tracks and assesses clients and acts as a case manager.
- k) Conducts follow-ups and evaluations on clients.
- l) Conducts and facilitate Career Fairs.
- m) Responsible for monthly statistical, narrative reports.

MINIMUM QUALIFICATIONS:

Education: Graduation from an accredited college or university with a Bachelor's Degree in Business, Social Welfare, Psychology, Sociology and Social Science or related field. Equivalent combination of education and/or experience will be considered. Health Science, or a closely related field that is acceptable within the United States' accredited college or university system is preferred. Bilingual in one of the Southeast Asian languages preferred.

License: Possession of a valid California Class "C" Driver's License may be required.

Others: Knowledgeable of the Southeast Asian community, knowledge of the underserved and un-served community and cultures in Fresno County.

CLOSING DATE: December 15, 2018 @ 5:00 P.M. - *Position is contingent upon continued funding.*

To apply, please submit a cover letter, resume and three references **via email** pyang@fresnocenter.org, Outreach Coordinator in the subject line, or you can pick up an application at The Fresno Center, 4879 E. Kings Canyon Road, Fresno, CA 93727.

The Fresno Center values diversity and is an affirmative action employer. All interested individuals, including women, people of color, people over forty, and persons with disabilities are encouraged to apply.