

## **KENTUCKY FARMWORKER PROGRAMS JOB POSTING**

### **Career and Training Specialist (Case Manager) Bowling Green, KY Service Area**

Kentucky Farmworker Programs (KFP), Inc. is a private, nonprofit agency, funded by the National Farmworker Jobs Program (NFJP), administered by the Department of Labor (DOL), to provide funding assistance to eligible qualified WIOA Title 1 migrant and/or seasonal farmworkers under DOL NFJP for educational training to increase their work-related skills to increase their financial stability.

#### **BRIEF JOB DESCRIPTION RESPONSIBILITIES include but not limited to the following:**

- Recruit and enroll eligible migrant and/or seasonal farm workers seeking KFP resources
- Collect participant intake data and complete all required documentation for DOL NFJP to meet KFP grant requirements
- Collaborate with schools, institutions, employers, and community partners to implement training opportunities for participants
- Provide program participants with support and expertise through career assessment and planning

#### **MINIMUM REQUIREMENTS**

- HS diploma
- Valid driver's license, reliable transportation, proof of current automobile insurance, travel as required
- Basic computer skills with knowledge of Microsoft Office
- Must be able to work with minimal supervision, be motivated, a strategic thinker, honest, reliable, approachable, dependable and detail oriented
- Prior experience working with the public
- Be an effective communicator with excellent written, oral, administrative, and organizational skills

Start date is immediate upon completion of a successful background check and drug screening.

Interested applicants should send their resume and a cover letter providing details of any prior relevant experience. Email to [cduncan-herring@kyfarmprograms.com](mailto:cduncan-herring@kyfarmprograms.com)

**This position will remain open until filled. Applicants will be notified if selected for an interview.**