



Job Description

Position:	Employment Placement Manager
Department:	Adult Programs
Location:	4 Science Park, New Haven, Connecticut
Hours:	Monday-Friday 9am-5pm (including some nights and weekends)
Reports To:	Director of Adult Programs
FSLA Status:	Full-Time Exempt
Salary:	60k-65k

SUMMARY:

The job of Employment Placement Manager was established for the purpose of connecting eligible program graduates to related employment opportunities and adult learners in understanding their choices for employment, while bridging the gap between education and workforce preparation; recruiting for adult program; maintaining liaisons with community and business organizations; providing information and/or direction to adult learners, teachers, and administrators about career and educational services available to eligible students; developing and monitoring of program data and reports; and promoting programs with students, staff and community.

ESSENTIAL DUTIES:

- Assist adult program graduates with job placement.
- Coordinates a variety of events and programs such as career fairs; college visits; fieldtrips, student placement and follow up, teacher and counselor in-services, self-esteem programs, etc.) for the purpose of supporting the transition from un(der)employment to training to employment.
- Evaluates program success for the purpose of modifying and/or enhancing program structure; and meeting mandated requirements.
- Cultivate, maintain relationships with post -secondary institutions, employers, community leaders and organizations for the purpose of building resources and expanding program opportunities for eligible adult learners.
- Participates in a variety of meetings, workshops and committees (e.g. community organization, Advisory Committee...), for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable of program guidelines.
- Prepares a wide variety of reports and materials related to market trends and key performance indicators (e.g. program mandated and funding reports, brochures, mailers, etc.) for the purpose of communicating with staff, students and community, and complying with program requirements, and outcomes.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the organization.

EDUCATION and EXPERIENCE

- Bachelor's degree in Education, Business Administration or relevant area of study
- Training and Development experience
- Job Coaching experience
- Minimum 2 years' experience in education, social or human services, vocational or post high school classroom workshops presentation.
- Windows-based PC skills and MS Office computer proficiency required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Under Connecticut law, Connecticut Center for Arts and Technology (ConnCAT) is an "At-Will" employer. Accordingly, the duration of an employee's tenure with Connecticut Center for Arts and Technology can be ended at the discretion of either Connecticut Center for Arts and Technology (ConnCAT) Board of Directors or the involved employee.

To apply: Send resume to hr@conncat.org