

FULL TIME POSITION

Career Advisor

Brooklyn Industrial & Transportation Workforce 1 Center

Overview: Be a part of a dynamic team that is creating workforce development opportunities for employers and jobseekers along the working waterfront in Southwest Brooklyn. The Southwest Brooklyn Industrial Development Corporation (SBIDC) is seeking a Career Advisor for the newly created Brooklyn Industrial and Transportation Workforce 1 Center (ITC). The candidate will work closely with SBIDC's longstanding community, business, and government partners to create a critical workforce development resource for Brooklyn-based industrial and transportation businesses and local jobseekers. The Career Advisor works to assist job seekers with their career development and their job search, and helps to secure employment for them in collaboration with the Account Manager. This person will be the primary point of contact for jobseekers, and will provide assistance not only with job placement, but also with referrals to partner organizations for additional services, education, and training opportunities.

Primary Responsibilities

The Career Advisor will:

- Lead orientation sessions for new jobseekers, with support from the Intake Coordinator/Administrator
- Assist job candidates in exploring career paths
- Identify current job openings that match candidates' skills and interests
- Review resumes and assess candidates' eligibility for specific job openings
- Assist candidates in preparing or revising resumes
- Conduct workshops to help build candidates' skills and improve their chances of employment
- Develop and grow win-win partnerships with organizations serving job seekers
- Follow up with candidates to obtain placement information and provide retention support
- Input data into database and generate reports on job placement and retention results
- Provide referrals to outside organizations for additional services, training, or education

Skills and Qualifications

- BA or BS degree
- At least 2 years' case management, social work, or other human services experience a big plus
- Excellent verbal and written communication skills

- Ability to work well in a fast-paced environment
- Excellent problem-solving skills
- Ability to work well with a diverse client base
- Ability to create partner relationships
- Fluency in Spanish or Mandarin a big plus.

Salary

\$42k - \$50k depending on experience

How to Apply:

Please send a resume and cover letter to Karen-Michelle Mirko, Director at Southwest Brooklyn Industrial Development Corporation (SBIDC), to kmirko@sbidc.org. Please include Career Advisor in the subject line.