



VACANCY ANNOUNCEMENT

Resource Center Specialist

The Tri-County Council for Southern Maryland has a position open for a Resource Center Specialist with a background in workforce and career development, preferably in the Southern Maryland region.

Responsibilities will include working with businesses and job seekers to address their employment needs by providing access to workforce development programs and services that will support the economic stability of the labor force, businesses and the community. The position will be housed at the Lexington Park Southern Maryland JobSource office and will provide employment services to the community - average office visits range from 200-350 monthly.

Candidate will provide direct services to job seekers, develop and facilitate employment workshops, educate clients on the Maryland Workforce Exchange, perform initial needs assessments and resume reviews, and provide referrals to partner programs where appropriate. Requires excellent writing, verbal and interpersonal communications skills. Ability to work independently and together as a team and manage multiple priorities. Excellent customer service skills are a must, as well as strong computer skills.

Must have Bachelor's degree in social work, psychology or related human services field or work experience on a year-for-year basis may be substituted for required post-secondary education. Experience with federal laws and regulations pertaining to the Workforce Innovation and Opportunity Act (WIOA) strongly preferred.

Conditions of employment: daily access to a vehicle, clean driving record, clean background check.

Salary range (\$38,880-\$44,901) based on education and experience. For a more information refer to Job Order #757568 on the Maryland Workforce Exchange.

Position Closes 11/26/2017

Excellent Benefits.

Send cover letter, resume and references to:

TCCSMD, P.O. Box 745, Hughesville, MD 20637.

Or by email to: info@tccsmd.org

Equal Opportunity Employment