

Career Specialist - Pro Action has a full time employment opportunity for a Career Specialist in our Employment and Training Department.

The Career Specialist partners with local employers to create paid and unpaid work experiences for youth and other job seekers striving to overcome barriers to employment. Will support job seekers with identifying and addressing their challenges to finding and maintaining employment. Will maintain relationships with employers, develop new connections and establish industry clusters of businesses that employ occupations on the CSS Workforce New York local demand occupation training list.

For program participants, the Career Specialist will provide career exploration opportunities, training opportunities and information about area job fairs. Will operate the program within budget guidelines and regulations and be responsible for submitting reports to program management and CSS Workforce New York.

The Career Specialist must be highly organized and have excellent attention to detail. Must be able to meet deadlines and work independently. Strong listening and customer service skills are required for this position and the Career Specialist must be able to communicate within all levels of the organization and with a variety of community resources and partners.

This position is 37.5 hours per week with benefits. The position requires an Associate Degree in Human Services or a related field and at least one year of experience working with the employment needs of disadvantaged youth or job seekers with barriers to employment. A High School diploma and five years of direct service experience will be considered.

To apply for our Career Specialist position, please submit your letter of interest, resume and completed employment application to: Human Resources, Pro Action of Steuben and Yates, Inc., 117 E. Steuben St., Bath, NY 14810 or email to:

Jobs@proactioninc.org EOE.