



Assistant Employment Specialist Job Description

Corporate America Supports You (CASY)

GENERAL DESCRIPTION:

The Employment Specialist is responsible for supporting CASY & MSCCN job seekers who register in the program for job placement or career progression services. The Employment Specialists work under the direction of the ES Program Manager. They work with other team members to ensure the successful delivery of CASY and MSCCN's services to our military-affiliated job seekers. Services include: assessment of skills and identification of jobs that meet those skills, targeted resume assistance, interview prep and mock interview assistance, assistance targeting LinkedIn, identification of training programs that would help make the individual more visible in their chosen field, etc.

ASSISSTANT EMPLOYMENT SPECIALIST DUTIES TO BE PERFORMED:

1. Contacts applicants via email, telephone and/or social media to convey CASY-MSCCN services and resources.
2. Contributes to the team during team calls and otherwise and assists/mentors new team members on navigating and using our database and interacting with applicants.
3. Completes reports of applicant data as required by Employment Specialist Manager.
4. Develops and maintains relationships as well as confidentiality with applicants, corporate partners, and military family centers.
5. Outreach and relationship building with local employment agencies, military installations, other Veteran Service Organizations is expected as well as attendance at events to represent CASYMSCCN.
6. Adherence to CASY & MSCCN policies and procedures.
7. Other duties as assigned by Employment Specialist Manager

MINIMUM REQUIREMENTS:

- Human Resources and/or Workforce development and placement experience preferred
- College degree or equivalent experience
- Excellent computer navigation skills
- Experience with G Suite a plus
- *Must be military-affiliated*



COMPETENCIES:

- Self-discipline to work from home in a virtual environment.
- Excellent oral and written communication skills.
- Excellent organization and effective time management skills.
- Understanding of military community, lifestyle, terminology, etc.
- Knowledge, training, and practice of superior customer service skills.
- Ability to conduct independent research and analyze data required.
- Ability to handle and manage large volume of emails and phone correspondence
- Required to update all daily activity reports as instructed.
- Ability to work independently, maintain confidential information, multitask and follow-up with colleagues, customers/applicants, and supervisor.

POSITION AND COMPENSATION:

This is an Independent Contractor position and the IC will work from home.

Individuals who serve in this position will gain additional knowledge and career experience in:

- Use of HR based system, IBM BrassRing Applicant Tracking and Case Management System, which is used by thousands of companies throughout the world to track and case manage applicants.
- Skills important in the Human Resource sector.
- SQL data querying and reporting (a skill almost every company wants its employees to have).
- Networking and relationship building as you work with the applicants, recruiters, and other entities.

Send resumes to Bianca Nafpliotis, Human Department Manager at bianca@casys.us

COMPANY INFORMATION

Corporate America Supports You (CASYS) is a 501 (c) (3) non-profit organization whose mission is to expand employment opportunities for service members and veterans through one-on-one employment placement assistance focused on the use of gap skills training and targeted resume and interview assistance, LinkedIn optimization, and connections to employer partners in order to create a smoother transition process.



Over the last few years CASY has placed over 35,000 military and veteran jobs seekers into jobs that are a fit for their skills and needs. CASY serves transitioning military, veterans, National Guard, and Reserves from all service eras. All our employment and training programs are supported by solid partnerships with major corporations, job-recruiters, mid-size companies, and small businesses that provide employment opportunities for our Military-Affiliated job seekers. Our state-of-the-art applicant tracking and case management technology, built in partnership with IBM, provides real-time, verifiable tracking and outcome reports to our employment partners, Military, and donors.