



## **Career Corp Employment Specialist Associate Job Description**

Corporate America Supports You (CASYS)

### **GENERAL DESCRIPTION:**

The Employment Specialist Associate is responsible for supporting CASY and MSCCN job seekers who register in the program for job placement or career progression services. The Employment Specialist Associates 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.

### **EMPLOYMENT SPECIALIST ASSOCIATE DUTIES TO BE PERFORMED:**

1. Contact inactive candidates via email to convey CASY services and resources.
2. Assist applicants in their job search by doing Hot Jobs Talent Match – employment mapping talent searches.
3. Contact applicants via email to share information about our training.
4. Other duties as assigned by Employment Specialist Program Manager

### **EDUCATION REQUIREMENTS:**

Minimum: HS Diploma

### **COMPETENCIES:**

- Excellent oral and written communication skills. Personable and easy to talk to.
- Knowledge, training, and practice of customer service and Human Resources skills.
- Organizational and time management skills.
- Ability to work independently, maintain confidential information, multitask and follow-up.
- Motivated person who can meet deadlines and effectively work virtually





**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.

## **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 high-touch, one-on-one employment placement assistance, focused on the use of gap skills training and targeted resume and interview assistance, LinkedIn optimization, and leveraging connections to employer partners to facilitate a smoother transition - employment process. The organization operate as employment partners to all branches of the Armed Forces through Memoranda of Understanding (MOU). 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.

Military Spouse Corporate Career Network (MSCCN) is a 501 (c) (3) non-profit organization whose mission is to expand employment opportunities for all military-affiliated spouses, retired military spouses and caregivers to war wounded heroes through high-touch, one-on-one employment placement assistance, focused on the use of gap skills training and targeted resume and interview assistance, LinkedIn optimization, and leveraging connections to employer partners to facilitate a smoother transition - employment process.

**Since 2004 CASY & MSCCN have assisted over 3 million military affiliated applicants in the areas of military employment training, career focus, employment readiness, and job placement assistance.**





## **TRAIN2HIRE - Welcome to Career Corps™**

We firmly believe in providing individuals with the right skills and training so they are successful in the work they do. Through the Career Corps Career Development Program MSCCN offers our military-affiliated job seekers training and experience using an HR applicant tracking and case management system, training on best practices in military employment, and other employability skills training that prepare the individual to work in military and military spouse employment.

### **PROGRAM DESCRIPTION:**

Our CASY and MSCCN Career Corps Development Program offers Military Spouses and Veterans, National Guard, Reserves and Transition Military Members, a laser-focused entry into the civilian workforce. This program provides current work experience, training to develop transitional skills, and recent industry experience to fill gaps in their work history and to grow professionally.

### **WHY JOIN CAREER CORPS?**

**Are you interested in learning new skills? Want to stay competitive in the space by expanding experience and knowledge? Looking for a job working in the non-profit sector?** MSCCN hires all its paid positions out of Career Corps!

**Social Media Career Corps participant position is virtually served.**

Send resumes to Bianca Nafpliotis, Human Department Manager at [careercorps@casymccn.org](mailto:careercorps@casymccn.org)

