



**CORPORATE AMERICA SUPPORTS YOU (CASY)  
RESERVE COMPONENT DIVISION (RCD) CAREER SPECIALIST**

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*The CASY Reserve Component Division (RCD) Career Specialist position is virtually served as a remote position.*

Working under the direction of the CASY Director of Reserve Component Programs, the Reserve Component Division (RCD) Career Specialist is responsible for assisting military affiliated jobseekers, from the Reserve Components, with career readiness, progression, and placement. This position requires a high level of accountability to employment related outcomes.

**KEY RESPONSIBILITIES:**

- Provide professional assessment of Jobseeker's skills, strengths and barriers, to target careers in desired fields.
- Assist jobseekers with resume targeting, interview techniques, and job search skills development.
- Assist jobseekers with LinkedIn® and social media self-marketing, resume development, and other career readiness responsibilities.
- Advise jobseekers on resume classes and other career development modules available to improve their employability.
- Maintain jobseeker electronic files according to program standards and procedures
- Maintain accurate data on placements as outlined by program
- Communicate with jobseekers on viable job opportunities
- Complete adequate number of outcomes as determined by program.
- Serve as a professional role model for Jobseekers and other community members.
- Meet other general requirements and service delivery requirements as they are outlined under OTHER RESPONSIBILITIES.

**OTHER RESPONSIBILITIES:**

- Attend scheduled conference calls by the RCD Director and/or CASY & MSCCN leadership.
- Solicit new referrals and maintain case load as determined by program



- Demonstrated ability to work independently while still achieving required outcomes
- Maintain professional communication with employers, jobseekers, team members, and management.
- Maintain a network of professional contacts, HR professionals, and other community contacts relevant to the military community.
- Market services to employers, jobseekers, and others within the military community.
- Ensure that all work is completed thoroughly, and deadlines are met, including but not limited to daily logs, invoices, reports, meeting requirements, and other documentation or communication as required
- Increase community awareness and understanding of service(s) provided
- Participate in community-based organizations, as requested by program
- Work as a collaborative member of the team and communicate relevant information to team and Program Director
- Return phone calls and other communication in a timely manner
- Adherence to CASY & MSCCN policies and procedures.

#### **MINIMUM REQUIREMENTS:**

- Human Resources and/or Workforce development and placement experience preferred
- College degree or equivalent experience
- Excellent computer navigation skills
- Proficient knowledge of Microsoft Office and Adobe Acrobat
- Experience with G Suite and ProofHub a plus
- Type at least 35 words per minute
- Have access to a quiet, noise-free home office space free of distractions
- PC with internet access and verifiable virus protection
- Phone line and equipment that can be dedicated to this position
- Extensive knowledge/experience with the National Guard or Reserve community
- ***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.

Send resumes to Bianca Nafpliotis, Human Department Manager at [bianca@casys.us](mailto:bianca@casys.us)

## **COMPANY INFORMATION**

Corporate America Supports You (CASY) 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.