



**Job Title: Employment Specialist, Urban Tech Jobs Program 2.0**

**Reports to: Workforce Program Manager**

**Job Type: Full-Time**

**Salary Range: \$40,000 - \$50,000**

**Number of hires for this role: 1**

### **About the Urban League Twin Cities (ULTC)**

For more than 90 years, Minnesotans have looked to the Urban League as a source of strength in the community. From employment to education to engagement, the Urban League seeks to help African descendants strive for and achieve economic empowerment and self-sufficiency to build wealth that can be passed down from generation to generation.

We envision a future in which African descendants can be fully engaged, empowered, and invested in the success and well-being of the Twin Cities metro area. The Urban League understands that the cultural heritage and assets of people of African descent are a rich resource of creativity, power, and beauty.

We believe that a strong and systemic change is needed to transform our communities. The Urban League plays a vital role as advocate and thought leader for issues affecting African descendants in the Twin Cities.

### **About the Position**

The Employment Specialist is responsible for developing relationships with employers primarily in the tech and customer service industries, by securing job orders for UTJP participants. The position works closely with the program's Career and Life Coaches to ensure participants are appropriately prepared for specific employment opportunities and following up with employers to promote retention. The professional must be willing to participate in training as required, be available for travel and attend Urban League events and/or related activities as necessary, which may include weeknights and weekends.

### **Primary Duties and Responsibilities:**

- Build and manage relationships with local and national employers by promoting the Urban League Twin Cities brand and services
- Spread awareness of program via media, conferences, career fair, networking, and social media
- Collaborate with Career Coach and Life Coach for program wrap around services, ensuring participants are prepared for employment opportunities
- Understand and respond to the labor market trends and work with employers to develop unsubsidized internships and employment opportunities
- Continued communication with employers to promote retention and success
- Provide evaluation, conciliation, and mediation between employer and employee, post job placement
- Network in the public and private sectors to promote UTJP awareness and enhance its reputation
- Contribute to UTJP refinements to meet employers needs and expectations

## Experience & Qualifications

- Bachelor's Degree in sales, marketing, business, or related field, or 2 years' experience in business development, employer relations and/or sales, preferable in the IT industry
- Familiarity with Information Technology terminology, such as CompTIA, CISCO, Microsoft, Google, cable/network administration, information security, computer support and IT sales, a plus
- Working knowledge of the employment and recruiting process, including experience with developing professional relationships with businesses and community-based organizations
- Some consultative sales, marketing, and social media knowledge/experience
- Strong cold calling and presentation skills
- Excellent attention to detail, follow-through, and prioritization
- Organized, detail-oriented, and collaborative
- Highly developed ethics, integrity, and emotional intelligence
- Strong communication skills – in both oral and written form
- Ability to work independently and as part of a team
- Must possess a valid driver's license, auto insurance, and reliable transportation
- Personal commitment to working with people of diverse racial and socioeconomic backgrounds and demonstrated experience to that personal commitment

## Benefits

- 401(k) & 401(k) match
- Health insurance (Medical, vision, & Dental)
- Paid time off
- Supplemental benefits
- Professional development assistance

*NOTE: A waiting period may apply for some benefits.*

## Work location/Ability to Commute/Relocate:

- Employees of ULTC are currently working in a hybrid model with two days of working in-person and three days of working remotely at home.
- This position is located in Minneapolis, MN 55411
- No relocation assistance is being offered for this position.
- All staff working onsite must submit proof of vaccination and booster, if eligible for booster, or submit acceptable documentation of a religious or medical exemption, in which case the employee must agree to weekly COVID-19 tests and weekly submission of proof of a negative test result.