Job Announcement

Business Services Specialist

Monument Impact (MI) is seeking an energetic, bilingual (Spanish/English) candidate to fill a half-time (20 hrs) Business Services Specialist position as part of a dynamic immigrant justice organization in Concord, CA.

About Monument Impact

Since 2001, Monument Impact has worked with the Monument community of Concord, which is largely comprised of low-income, refugee and immigrant families and people of color, to address barriers to economic advancement. Our mission is to ensure that immigrants, refugees and low-income residents in Concord and surrounding communities have the voice, tools and relationships for an equitable share of the social and economic wealth in our region.

The Business Services Specialist will have the primary responsibilities of developing and maintaining relationships with employer partners and contributing substantially to employment outcomes for our employment programs. The Business Services Specialist serves as an ambassador, both externally with employers and within Monument Impact, as a champion for effective employer partnerships.

The successful candidate must have the ability to build strong relationships, a data-centered focus (we are highly data-driven and data-informed), strong organizational skills, and the ability to work in a fast-paced environment.

Occasional evening work is required. Local residents are strongly encouraged to apply.

This position reports to the Workforce Development Manager.

The Business Services Specialist’s responsibilities include:

- Effectively market and represent MI programs and its clients in building relationships with prospective employers.
- Arrange meetings with potential employer partners to market employer services.
- Work collaboratively with the MI team, including regular communication about the needs of shared clients.
- Work closely with Employment Readiness Case manager to coordinate resumes, cover letters and job applications, job seeking strategies and interview techniques.
- Engage participants and establish trusting, collaborative relationships directed toward the goal of competitive employment in community job settings.
- Use Salesforce to track opportunities and outcomes.
- Attend Chamber of Commerce meetings and other community events.

Required Qualifications:
1. Bachelor’s degree or 5 years work experience in a related field such as Sales/Marketing, Public Relations, Staffing Services, Job Development.

2. Bilingual (English/Spanish) with excellent communication skills, written and verbal including public speaking.

3. Outgoing personality and strong networking skills.

4. Solution-oriented with strong ability to close sales.

5. Computer proficiency: Word, Excel, and the ability to utilize database systems for reporting and analysis.

**Desired Qualifications:**

a. Familiarity with Contra Costa businesses and economic climate

b. Experience working with disadvantaged populations

**Salary and Benefits:**

This is a half-time, non-exempt position, with prorated vacation, sick time and holidays. Salary is commensurate with experience. All employment at Monument Impact is ‘at-will’.

**Application Process and Deadline:**

Qualified applicants should submit a resume, cover letter detailing your interest in this position, and three references to info@monumentimpact.org with the Subject Line: *Business Services Specialist*. Applications without a cover letter will not be reviewed.

**Deadline for applications is February 15, 2020.**

Monument Impact is an Equal Opportunity Employer; women, people of color and LGBTQ people are strongly encouraged to apply.