Job Announcement

Employment Placement Specialist

Monument Impact (MI) is seeking an energetic, bilingual (Spanish/English) candidate to fill a full time Employment Placement Specialist position as part of a dynamic immigrant justice organization in Concord, CA. Currently, this is a temporary position through the end of 2021 with the possibility of becoming permanent pending grant funding.

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 Employment Placement 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 Employment Placement 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.

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 populations facing barriers to employment

Salary and Benefits:
This is a full time, non-exempt position, with 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 the names of three references to info@monumentimpact.org with the Subject Line: Employment Placement Specialist. Applications without a cover letter will not be reviewed.