



**Education Training and Employment Specialist**  
**Full-time position available with benefits**  
**Rutland, VT**

**Application Deadline: January 9, 2023**

**Vermont Adult Learning Job Title:** Education Training and Employment Specialist

**Employment Classification:** Full Time

**Reports To:** Vermont Adult Learning Associate Director

**Primary Work Site:** Hybrid, Remote from Home plus Rutland State Office/Rutland Vermont Adult Learning Center

**Purpose of the Job:** Education Training and Employment Specialists support Reach Up (RU) participants with their goal of achieving self-sufficiency. This position reports to the Vermont Adult Learning (VAL) Associate Director. The day-to-day assignments come from the local RU team and RU Supervisor. This position demands a commitment to exceptional performance as well as working successfully within a team environment. The functions and responsibilities of this position may fluctuate based upon the evolving needs of the participants.

**Essential Functions & Responsibilities:**

- Participates fully as a member of the RU District team, the statewide RU learning community and network, and the local HireAbility Workforce Partners team
- Works with an average caseload of up to 40 participants at a time
- Works as a team with the RU Case Manager to support participants in moving towards employment using strength-based processes, program planning, development and evaluation
- Performs assessments to ascertain participant skill needs
- Trains participants in work-readiness skills appropriate to participant needs, including but not limited to resume preparation, interviewing skills, appropriate work search techniques, job applications, cover letters, etc.
- Facilitate job readiness training seminars or workshop series in collaboration with community partners based on the local teaming plans
- Facilitates participant's use of technology (computers, phones, etc.) to access online training programs and resources related to work search, labor market information, interest inventories, career exploration, etc.
- Integrates soft skills and technical skills training as needed
- Develops employer relationships and supports unpaid work site placement and job development activities
- Collaborates effectively with other community service providers to integrate services intended to support & encourage participant employment
- Serves as communication link between RU staff, employers, and participants to resolve problems, meet challenges and overcome barriers
- Serves as a liaison between RU Case Managers and VAL education staff
- Records participant contacts in case notes daily and tracks participant outcomes for monthly and quarterly reporting

- Attends regular staff meetings with VAL, RU, and HireAbility, as well as quarterly staff trainings
- Other duties as assigned

**Qualifications, Knowledge & Skills:**

- Provides excellent customer service
- Commitment to teamwork and collaboration
- Engages participants in positive, caring relationships
- Supports continuous improvement; utilizes creativity in problem solving
- Exhibits tact and discretion
- Maintains professional standards of confidentiality at all times
- Exercises strong organizational and time management skills
- Communicates effectively in English both orally and in writing
- Possesses strong computer skills: familiar with MS Word and Excel, and is willing to learn required systems such as Salesforce
- Understands community services and resources that are available to participants
- Previous experience working with human services, low-income population and knowledge of adult learning principles is helpful
- A Bachelor's degree with at least 2 years of training/experience in work readiness development, or a relevant Associates Degree with 4 years of work experience
- This position requires a commitment to racial equity, as well as other forms of educational equity around class, ability, language, gender, and sexuality. Candidates should be excited to work with diverse students, especially students of color, English Language Learners, and LGBTQIA+ students.

**Working Conditions & Environment:** Requires reliable, personal transportation & valid driver's license. Mileage will be reimbursed.

**Criminal Background Check and Mandated Reporting:** Vermont Adult Learning is committed to the safety of our students and staff. A confidential, national criminal records check as well as a check against the Vermont Child Abuse and Neglect Registry will be performed on all applicants offered employment. Continued employment is subject to the final determination reached based upon the results of these checks.

**Pay Status:** Exempt (salaried) position.

**Benefits:** In addition to a competitive salary, Vermont Adult Learning offers the following excellent benefits – premiums based upon employee's work schedule:

- Medical insurance, including family plans and plans with employer contributions to a health reimbursement account (HRA)
- Dental Insurance
- Long Term Disability, Life Insurance, and Accidental Death and Dismemberment Insurance are available at no cost to the employee
- Flexible Spending/Dependent Care Benefits
- Vision insurance
- Parental leave
- Retirement plan with immediate vesting and organization match of up to 4% after six months
- Generous paid time off

**Position would begin on or around January 23, 2023**

TO APPLY: Send a cover letter, resume and three professional references (preferably supervisor or manager level) electronically to: [rcampbell@vtadultlearning.org](mailto:rcampbell@vtadultlearning.org)

Vermont Adult Learning is an Equal Opportunity Employer.