**Job Title: PT Employment Specialist**

**Organization Overview**

TND is a non-profit community development organization with a mission to create strong neighborhoods enabling community members to secure a stable home, achieve economic mobility, and determine their own future.  We build affordable homes, organize community leaders, and, through our CONNECT program, support households to achieve greater financial mobility by helping them access public benefits, find better jobs, and through financial coaching.  TND’s headquarters is in Chelsea, where it has operated since 1978.  The organization was invited into Revere in 2010, and since 2018, we are also offering some of our services in Everett.  For more information see [**www.theneighborhooddevelopers.org**](http://www.theneighborhooddevelopers.org/).

**Position Summary**

The Neighborhood Developers (TND) is hiring a part-time, hybrid **Employment Specialist** to deliver career services to Revere and Chelsea residents with low- and moderate incomes.  Do you believe everyone deserves to have financial stability and a good job?  Do you believe recent immigrants have a lot to offer employers but are often overlooked ?  Do you like helping others attain their goals?  If you answered yes to any of these questions, then this position could be for you!

Our CONNECT program is a Financial Opportunity Center and partnership of community and nonprofit organizations where residents of Chelsea, Revere, and Everett can get support to find a better job, improve household finances, and make realistic, achievable plans for a strong financial future all in one place.  You can find more information about CONNECT [here](https://www.theneighborhooddevelopers.org/connect-services-overview).

 The Employment Specialist will assist job seekers from diverse backgrounds and levels of experience to conduct successful job searches and obtain employment or enroll in job training programs.  Specifically, the Employment Specialist will provide 1:1 employment counseling, job matching, onboarding assistance, and post placement follow up and retention services.  This is an exciting time to join a growing team at CONNECT dedicated to both rapid reemployment and building long-term sustainable jobs while working in coalition with other partners.  Previous experience with career coaching is not required; our awesome, experienced workforce development manager can train you.

**Essential Functions:**

* Provide 1:1 job matching services to Revere and Chelsea residents, including cover letter and resume editing, interview prep, online application guidance, and soft skills training.
* Receive and follow up on jobseeker referrals.
* Refer clients to trainings and resources at partner organizations, such as MassHire.
* Identify job openings and refer clients to employers.
* Follow up with clients after they are placed in jobs in regular intervals.
* Track outcomes and the progress of clients served.
* Help clients access other CONNECT services and TND programs.
* A commitment to TND’s mission.
* Experience in workforce development, career coaching, recruiting, or customer service fields.
* Knowledge of the job market and job search tools.
* Bilingual in English and Spanish.
* Excellent oral and written communication skills.
* Strong computer skills (we regularly use Gmail, Google Docs, Google Drive, Microsoft Word, PowerPoint, Excel, DropBox, Salesforce, Canva, and Zoom).
* Detail-oriented, well-organized, and ability to work in collaboration and independently.
* Familiarity with Revere and Chelsea, MA and surrounding communities.

**Qualifications Preferred:**

* A commitment to TND’s mission.
* Experience in workforce development, career coaching, recruiting, or customer service fields.
* Knowledge of the job market and job search tools.
* Bilingual in English and Spanish.
* Excellent oral and written communication skills.
* Strong computer skills (we regularly use Gmail, Google Docs, Google Drive, Microsoft Word, PowerPoint, Excel, DropBox, Salesforce, Canva, and Zoom).
* Detail-oriented, well-organized, and ability to work in collaboration and independently.
* Familiarity with Revere and Chelsea, MA and surrounding communities.

**To Apply**:

<https://oppco.hiringthing.com/job/785573/pt-employment-specialist>

Send a cover letter and a copy of your resume.

The hourly range is between $18 and $20 an hour.

TND is committed to diversity, equity, and inclusion in hiring and it is important to us to bring members onto our team who are passionate about our mission and reflect the BIPOC, immigrant, and linguistic backgrounds of the communities we serve.

[Opportunity Communities](https://www.oppcommunities.org/) (OppCo) provides human resources for TND.