

Workforce Role Description

This form is to be used by the workforce (employees, Church-service missionaries, and volunteers) of the Corporation of the President (COP) and Corporation of the Presiding Bishop (CPB). It describes general workforce requirements as well as purposes, responsibilities, and qualifications of the role identified below.

Job title	Job code	Grade level	Approval date
Employment Center Specialist	10706		05-21-2011

General Workforce Requirements

General requirements for the Church workforce:

- Temple worthiness
- Regular attendance and timely arrival at the assigned location

Note: The specific statements shown in each section of this Workforce Role Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Purposes

Briefly describe why this job exists, who the customers are, and what the customers expect.

The Employment Center Specialist position exists to provide direct employment services to members and others as needed. Church Service Missionaries in this role is to provide employment coaching and personal assistance to enable participants to achieve career self-reliance. In addition, this position exists to provide training and support to local leaders and to assist in the development of community resources. As needed, this role may also involve clerical and administrative responsibilities needed to assist in employment center functioning.

Responsibilities

Describe what the major responsibilities of the job are, including accountability, problem solving, relationships, interactions, results, and relevant metrics and measures. List responsibilities in order of importance, and indicate percentage of time spent on each.

Employment coaching: personally coach individuals in career self-reliance planning in order to stabilize and strengthen their career opportunities. This can include facilitating "quick start" sessions, resume writing and interviewing skill development training, job hunting skills and networking methods development and personal career goal setting. May include teaching~reading and facilitating Career Workshops, counseling job seekers, etc. (30-40%)

- Resource development: work to cultivate and nurture working relationships with companies and community resources to facilitate job placement, vocational training, self-employment assistance, micro-enterprise and small business development, and other assistance to job seekers. May join and participate in at least one professional or human services organization. (20-30%)

- Church leader coordination: consults with Priesthood and Relief Society leaders, stake and ward employment specialists and others as needed to provide resource consultation and training. (10-20%)

- Typing, data entry and filing, answering phones and greeting people in-person (5-10%)

Qualifications

List the minimum requirements for the position. Identify knowledge and skills required, including formal education, specialized training, and prior experience. Include any degrees, certifications, and licenses that are required.

-Proficiency In MS Word, Excel Outlook and Power Point and Internet applications. Overall high comfort level in working with computers and technology.

-Ability to teach in group settings along with ability to coach and counsel Individuals.

-Experience working in Priesthood and Relief Society setting Is helpful.

-Prior experiences should demonstrate outstanding skills in Initiative, creativity, spiritual maturity, leadership, training, resourcefulness and follow-through

Second language capabilities desirable.