



We are pleased to announce that we have two open positions for a Career Development Specialist. If you or any of your customers are interested in exploring this position, please submit resume as indicated below. Please forward this notice to any partner organizations who may know of possible candidates.

**Career Development Specialist – Career Services**

The Southeast Los Angeles County Workforce Development Board (SELACO WDB) is seeking a Career Development Specialist assigned to support delivery of American Job Center (AJC ) services educating AJC customers on the resources available to assist them in obtaining successful employment. Ideal candidate will provide customers with: career counseling and guidance for the development of their Individual Service Plan based on labor market trends and projections, assistance in resume writing and interviewing preparation, and direct job search assistance through job leads and referrals based on assessment of customers prior employment experience and areas of employment interests. Ideal candidate must be comfortable with conducting job search and general informational workshops. Effective in managing a caseload and providing continued follow-up services and tracking of progress for enrolled customers. Position requires a 4 year degree or any combination of education and related experience.

**Career Development Specialist – Employer Engagement**

The Southeast Los Angeles County Workforce Development Board (SELACO WDB) is seeking a Career Development Specialist assigned to support employer engagement within the Southeast Los Angeles Region. Ideal candidates will have the ability to effectively promote/educate local employers on the services available to them through the American Job Center (AJC ). This includes educating local employers on the resources available to assist them meet their hiring needs and other needs to support their sustainability and growth. In addition, the ideal candidate will provide job seeking customers direct job search assistance through job leads and referrals based on assessment of customers prior employment experience and areas of employment interests. Ideal candidate must be comfortable with conducting general informational workshops and effective in managing a caseload of job seekers and employers. Caseload management includes providing continued follow-up services and tracking of progress. Must be energetic, enthusiastic, self-motivated, proactive, and eager to meet new businesses and develop lasting professional relationships. Must possess excellent verbal, written, presentation and public speaking skills. Position requires a 4 year degree or any combination of education and related experience.

All interested applicants please Fax/submit resumes to HR Dept., SELACO WDB, 10900 E 183<sup>rd</sup> St, Ste 350, Cerritos, CA 90703, email [selaco@selaco.com](mailto:selaco@selaco.com) or fax (562) 860-4457. No phone calls please. Position will remain open until filled. **EOE/AA**

Open until filled  
Posted: August 8, 2017