INTERNAL/EXTERNAL POSTING

Position Title: 
Career Facilitator

Responsible to:
Director Career Services (MWA)

This position description assists in the key factors of the job demand essential to evaluating job performance. The individual is expected to perform all the details involved in the job, and on occasion, may be required to perform functions of a higher or lower skill level not included in this posting.

Primary Objective: The career Readiness Executive is responsible for identifying appropriate job opportunities based on training needs and career goals of individual clients.

1. Job Duties:
   - Conduct group instructional sessions on career options Techniques, resume writing,
   - Determine the job readiness of individuals completing class
   - Orient clients in developmental job readiness and keeping Skills/motivation
   - Conduct job search seminars
   - Provide vocational assessments to clients
   - Provide follow-up activities to clients completing job readiness courses
   - Other duties as assigned

Knowledge, Skills and Abilities
   - Extensive knowledge of instructional techniques including but not limited to curriculum development, classroom instruction, program evaluation, group and multi-group facilitation techniques, and other instructional and evaluation methods as may be appropriate
   - Excellent communication oral and written form
   - Ability to work in a team environment
   - Ability to be creative and innovative
   - Ability to solve problems as well as engage in a continuous improvement process

Qualifications:
   - Bachelor’s degree or equivalent in work experience at the leadership or functional level, dependent upon position
   - Previous training/teaching experience required
   - Experience and emphasis in the design of vocational curriculum
   - Experience in developing training curriculum materials
   - Excellent communication oral and written form
   - Must have the ability to work in a culturally diverse environment
   - Must have reliable transportation and full coverage auto insurance

Apply online at; feckc.org or www.jobs.mo.gov or sdryden@feckc.org
Location: 6025 Prospect KCMO

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