OPEN POSITION

Internal/External posting

Bilingual/Career Development Executive

Responsible to: Director Career Services/Function Leader

The individual in this position will develop, lead, execute and coordinate follow-up activities that facilitate successful retention, completion of training and employment.

1. Job Duties
   - Employee will conduct interviews with customers to obtain information related to FEC programs and financial aid eligibility in a professional and courteous manner. Also enrolling customers as Next Generation Career Center (NGCC) members.
   - Employee will complete training obligations/ITA’S, enter code in mojobs and complete supportive services request. Document obligations, mojobs case notes.
   - Employee must have an understanding of credential and how to document in mojobs.
   - Employee must have the ability to complete and maintain a database base
   - Provide written reports to management identifying the status of the follow-up system/counseling.
   - Employee will provide outreach and recruitment efforts in a culturally sensitive manner at a variety of community venues that includes our targeted population.
   - Employee will be responsible for outreach and translation service for the Hispanic community.
   - Provide follow up to FEC clientele.
   - Other duties as assigned.

Knowledge:

   Ability to support and follow organizational procedures, programs and Policies
   Must be detail oriented
   Excellent verbal, written and organizational skills
   Computer skills are essential
   Ability to handle multiple assignment
   Ability to act as a team member
Skills:
- Excellent communication skills and writing skills
- Skilled at developing and composing report formats
- Skilled at performing multiple tasks while defining projects or tasks that may lack clarity
- Skilled at engaging clients and other customers and stakeholders in follow-up efforts
- Skilled in meeting and developing adequate timelines

Abilities:
- Ability to work in a team environment
- Ability to work in cohesive fashions that result in the accomplishments of goals and objectives and results in the motivation and support of team members as well as stakeholders
- Ability to be proactive and an effective problem solver
- Ability to forecast and develop strategies concerning performance goals

Qualifications
- Bachelor’s degree or equivalent in work experience at the leadership or functional level, dependent upon position
- Must be able to speak Spanish and any other language, read and write
- Fluently is required
- Must be able to pass a background check
- Must have reliable transportation, valid driver’s license and auto insurance

Apply online at; feckc.org or www.jobs.mo.gov or sdryden@feckc.org
Location: 1740 Paseo KCMO

Posted 08/27/2020

Applications accepted until position is filled

EOE/AA/M/F/V/ADA E-verify Employer
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