INTERNAL/EXTERNAL POSTING

Position Title: 
Career Facilitator
Responsible to: 
Director Career Services

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

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 feclc.org or send your resume to and application to sdryden@feckc.org

Posted 10/06/2020 (revised 10/06/2020)
Applications will be accepted until position is filled

EOE/AA/M/F/V/ADA  E-Verify Employer
The Full Employment Council is an Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment via the Missouri Relay Services 711.