

## Job opening with Community Action Marin's Economic Opportunity Program

**Job Title:** Career Advancement Specialist  
**Reports to:** Director of Economic Opportunity & Workforce Development  
**Job Status:** Salaried / Exempt: Full-Time with Benefits  
**Salary:** \$55,000 - \$60,000 Annually

**To apply, send cover letter and resume to: Heather Bettini at [hbettini@camarin.org](mailto:hbettini@camarin.org).**

**Job Summary:** The Career Advancement Specialist works under the supervision of the Director of Economic Opportunity/Workforce Development to provide holistic supports that help people meet basic needs and achieve self-sufficiency. The role includes career counseling, job readiness, job placement, and job retention services for clients with barriers to employment, including formerly incarcerated, homeless, and low-income community members. Assists clients with accessing all Community Action Marin services for which they are eligible by acting as a liaison for all other programs.

### **Primary Responsibilities:**

- Job placement and retention: Develop employer contacts and referral sources and generate job leads; market services; make job placements and provide post-placement support to clients
- Participate in employer recruitment events; job fairs, and networking events
- Coaching: Assess client needs and collaborate with clients to develop and follow a self-sufficiency plan
- Support clients in achieving goals through access to basic needs services, creation of action plans, reinforcing accountability, and opening opportunities to increase self-worth and sense of purpose
- Offer intake appointments, facilitate benefits access, provide pre-employment preparation, and conduct advocacy
- Ensure clients accesses all Economic Opportunity and Safety Net services including housing navigation, career coaching, financial coaching, food resources, emergency cash and rental subsidies, and tax services, as well as all CAM services from which they will benefit
- Group facilitation/instruction: Facilitate workshops, discussion groups and/or classes on topics including but not limited to job readiness, financial literacy, and housing stability
- Documentation & reporting: data capture and entry at all points of client interaction and perform accurate and timely reporting of client progress throughout the coaching process
- Coordinate case conferences with internal team members and referral sources
- Represent the agency at community meetings and participate in relevant trainings and workshops
- Plan, prepare for and implement community engagement events (i.e., job fairs, focus groups, interviews, lending circles, *etc.*)
- Provide support at all VITA tax clinics as a bilingual tax preparer and greeter
- Other duties as assigned

### **Qualifications:**

- Bilingual in English/Spanish required
- Bi/multi-cultural candidates preferred
- Minimum of 5 years of progressive work experience in job development, case management, and/or career counseling
- Commitment to social and economic justice and racial equity
- Deep understanding of – and ability to articulate – the role equity, inclusion, and diversity play in our work
- Familiarity with the barriers faced by individuals and families who are struggling with employment, housing, food access, education attainment, mental health, and financial wellness
- Expert computer skills and proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Teams)
- Exceptional project management skills and the ability to take initiative to meet deadlines
- Aptitude entering and retrieving information from databases and interpreting data to facilitate decision-making
- Strong analytical, time management and organizational skills and the capacity to integrate diverse objectives with a high level of attention to detail
- Superior problem-solving skills and a growth mindset
- Excellent listening, communication, and facilitation skills
- Adaptability to perform in a constantly evolving environment
- Ability to maintain confidentiality of sensitive information
- Ability to work flexible hours (including evenings and weekends) on occasion

### **Physical Requirements**

- Ability to sit, walk, and stand intermittently
- Ability to grasp, push, and pull objects such as files, file cabinet drawers, and reach overhead
- Ability to operate a telephone and use a computer