

Workforce Development Specialist

Take your administrative workforce development or educational program experience to a new level with this newly created position by representing Just-A-Start's longstanding Biomedical Careers Program and the new IT Careers Program.

- Present both the programs to potential students, and offer information sessions about at local venues such as libraries, community centers and career agencies
- Coordinate and participate in outreach and recruitment efforts through partnerships and referrals
- Collect and record data on prospective and enrolled students and work with the Data Evaluation team to streamline the flow of data through Salesforce
- Work with teachers to collect and record attendance and grades and enter into Salesforce
- Provide general support to students, including information on available social and financial services and refer them to outside agencies as needed
- Provide administrative support to program managers and staff

You must have:

- Bachelor's Degree and minimum of two years' administrative experience, preferably in an educational program, or equivalent
- Proficient in MS Office Suite and knowledge of basic data management software, preferably in Salesforce and Google Suite
- Knowledge of social service systems and other resources for our adult student population
- Customer service, presentation skills, and pleasant telephone manner

In addition to a competitive salary, JAS offers excellent benefits, including medical, dental, PTO, 12 paid holidays and 401k with 3% employer contribution.

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