

Career & Employment Specialist

Two Rivers Regional Council of Public Officials Workforce Office is recruiting a Career & Employment Specialist for all TRRC Workforce Programs in Brown, Pike, and Schuyler Counties. This position will be thirty (30) hours each week, with one (1) day in each of the three counties and the location of the remaining day to be determined. Responsibilities of this position include:

- interviewing applicants,
- use of various assessment tools,
- program intake and enrollment,
- issue purchase orders and support services,
- ongoing case management,
- follow-up with participants, and
- data entry.

Qualifications are:

- a bachelor's degree is required,
- related intake and/or case management experience preferred,
- computer literacy that includes proficiency in word processing and spreadsheets, and
- a valid driver's license and reliable transportation.

Salary is dependent on qualifications. Full TRRC benefit package included.

Apply with resume and cover letter by August 31st to:

Howard Kirchner
TRRC Workforce
107 N 3rd Street
Quincy, IL 62301
h14.kirchner@trrcopo.org