



## **Career Coordinator**

**Position:** Full Time / Regular / Non-Exempt

**Reports To:** Director, Career Initiatives

**SUMMARY:** The Career Coordinator assists Veteran and spouse applicants with career assessment, individual employment plans, career guidance, resume development, interview techniques and best practices for gaining job placement. He/she makes networking connections for veterans and spouses conducting career searches and maintains contacts with businesses, veterans and other educational, training and industry/peer support group organizations to ensure the best possible variety of network connections for Veterans.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Career Initiatives**

1. Interviews Veterans and spouses to assist with transition:
  - a. Determines skill levels and potential pathways for job placement.
  - b. Conducts or arranges for skill and/or aptitude testing as applicable.
  - c. Records information on applicant's skills, abilities, interest test results, and other data pertinent to selection and referral of applicants
  - d. Reviews and evaluates work history, education and training, job skills, compensation needs, other qualifications of applicants
2. Connects Veterans and spouses with resume, LinkedIn, interview, and networking resources.
3. Makes networking connections for Veterans and spouses conducting career searches.
4. Researches databases to locate potential employment pathways for Veterans and spouses.
5. Identifies, establishes, and/or maintains contact with key employers and community job placement/training providers who support OSDTN efforts to place Veteran and spouse clients in meaningful employment.
6. Creates, maintains and updates OSDTN database of employers and reports those who have hired Veterans.
7. Maintains all necessary records using automated data processing or other means. Analyzes data and produces all needed reports.
8. Refers Veteran and spouse applicants who may have barriers to employment to American Job Corps DVOPS or other similar sources.
9. Within initial assessment, reviews information for referral to internal programs such as SSVF or THP.

#### **Outreach**

1. Conducts targeted outreach to identify Veterans and spouses seeking employment.
2. Attends job fairs, hiring events, resource fairs, and other events targeted to Veteran and spouse employment seekers; works with Director, Outreach and the Operation Connect team to staff other outreach events as needed or required.
3. Creates a calendar of upcoming events to provide outreach to Veteran and spouse job seekers.

**General Duties:**

1. Adheres to Agency and Department policies and procedures.
2. Participates in Agency and Department meetings and events, collection of data/information, and Quality Improvement Monitoring and Review.
3. Performs other duties as designated by supervisor or agency.

**QUALIFICATIONS:**

Bachelor's degree (B.A.) from four-year college or university; or 3+ related experience and/or training; or equivalent combination of education and experience. Experience in general Human Resources, employee recruiting/retention, and/or job training programs preferred. Possess valid, current Driver's License.

**OTHER SKILLS, ABILITIES, AND QUALIFICATIONS:**

- Veteran preferred.
- Comprehensive knowledge of region's Veteran, community employment services and resources.
- Familiar with the job market of Middle Tennessee.
- Familiar with career transitions and Veteran career transitions.
- Excellent multi-tasking and time management skills.
- Broad capacity for global thinking and creative problem solving.
- Ability to motivate clients toward success.
- Compassionate, energetic and team focused.

**BENEFITS:**

Fun, mission driven culture; excellent PTO policy; 401K and subsidized health care, dental and vision plan.

**HOW TO APPLY:**

A resume and cover letter should be submitted to [jobs@osdtn.org](mailto:jobs@osdtn.org). No phone calls please. Selected candidate must pass a drug test and background check.

OSDTN is an equal opportunity provider of services and an equal opportunity employer-Civil Rights Act of 1964 and Americans with Disability Act of 1990. If you require support or adjustments during the job application or interview process, please contact us via email at [jobs@osdtn.org](mailto:jobs@osdtn.org) or call 615-248-1981 and ask for HR. OSDTN is committed to complying with federal and state laws regarding individual needs, ensuring reasonable accommodations for applicants and candidates who may require assistance.