

Position Description

Employment Specialist

Position Type:	Internship/Volunteer	Type of Business:	Employment Assistance
Shift:	Day	Location:	Florissant, MO
Business Hours:	Mon-Fri: 9:00 am-6:00 pm	Date Start:	Winter 2014/Spring 2015

Nu Beginnings is a 501(c)(3) nonprofit organization that provides complete employment preparation to clients by writing professional resumes, teaching interviewing etiquette, and presenting career related direction to the unemployed and underemployed worker. We are currently seeking interns and volunteers to assist with pursuing employment and career opportunities to our current and potential clients in MO, IL, and throughout the United States. The intern and volunteer will learn excellent resume writing skills, job placement tips, interviewing practices, and preparing individuals for employment, while learning skills that encourages others to succeed.

If you are interested in the **Employment Specialist** position and the requirements fit within your skillset, please send your resume to nubeginningsgroup@gmail.com.
 To learn more about Nu Beginnings, visit our website at www.mynubeginnings.com

QUALIFICATION REQUIREMENTS

1. Communication skills - verbal and written
2. Customer service practices
3. Social media knowledge
4. Familiar with job applications and resume submissions
5. Microsoft Word, Excel, and PowerPoint
6. Basic resume writing skills
7. Empathy and Sympathy with the unemployed

ROLES AND RESPONSIBILITIES

1. Work with job search websites (Career Builder, Monster.com...)
2. Greet and assist incoming customers
3. Create resumes, cover letters, and other job related documents
4. Conduct one-on-one job placement interviews
5. Research job descriptions and employment trends

INDIVIDUAL WILL GAIN KNOWLEDGE IN

1. Employer hiring methods
2. Identifying employer and employee job career needs
3. Job fairs and employment workshops
4. Learning about the employment needs within the community
5. Understanding the importance of a good resume
6. Working with employment staffing agencies

EDUCATION

- ❖ Associate’s degree
- ❖ Bachelor’s degree (*Preferred*)
- ❖ Degree/Diploma-seeking college students are welcome