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**Business & Career Development Specialist**

Hartford Public Library is nationally recognized for its wide range of initiatives including immigration services, employment assistance, school partnerships and youth leadership training. Now celebrating its 127th year, Hartford Public Library remains at the forefront of redefining the urban library experience in the 21st Century with services designed for and by a diverse and dynamic city and region. With seven locations throughout the city, HPL is the catalyst for opportunities in education, civic engagement, intellectual enrichment and cultural development for tens of thousands of children, youth and adults every year. [www.hplct.org](http://www.hplct.org).

The Library currently seeks a **Business & Career Development Specialist.** Responsibilities include:

**Employer Relations**

* Establish and maintain positive, mutually beneficial relationships with a wide range of employers
* Develop an active pool of employers that can offer jobs consistent with employment objectives of participants
* Conduct a wide range of coordinated efforts that may include cold calling, participating in business and trade organizations such as Chambers of Commerce, creating a cultivation of relationships that grow out of local outreach activities, and having an awareness of the dynamics and priorities of the local labor market
* Assess critical success factors for specific jobs and develop job matches that benefit both the program participants and the employers
* Maintain a strong familiarity with the dynamics of individual jobs and workplaces on the employer side and the strengths, interests and challenges of the program participants
* Conduct a minimum of six employer contacts per week to learn about the needs of the business, describe the support offered by TAP’s career and educational programs, and promote client strengths that are relevant to the position
* Achieve a minimum of 10 job starts per month

**Collaboration:**

* Provide direct support and direction to each TAP program participant to ensure both employment success and educational/vocational growth
* Conduct job development and job search activities; setting up interviews
* Assist with initial training and orientation to the workplace including some ‘job coaching’
* Provide guidance regarding modification of training materials and approaches to fit the individual’s learning style
* Aid with public transportation or other peripheral issues that may impact employment success
* Conduct appraisal and assistance with employer job accommodations
* Provide facilitation of regular formal appraisals of on-the-job performance

**Administrative**

* Maintain participant files as required in a timely, complete and accurate manner
* Provide timely interventions when needed
* Returns phone calls and react to on-site job situations in a timely manner. For example, returns client phone calls within 24 hours. Meet with employers about job loss or job problems within 24 hours. Follow up on new job leads within 48 hours
* Meet with clients within one week prior to job start and within three days after job start and providing follow-along supports to assist clients in successfully maintaining employment

**QUALIFICATIONS:**

**Required**

* Bachelor’s degree in social service, education, business or related field
* Ability to collaborate with businesses and colleagues isessential
* 1-year experience providing employment services and demonstrated knowledge of the *world* of work
* Excellent communication skills both written and verbal
* Demonstrated experience working with diverse populations

**Preferred**

* Masters Degree in social service, education, or business or related field
* Bilingual communication (oral and written) preferred.

**To Apply:** Please email resume and cover letter to hpljobs@hplct.org and reference **Business & Career Development Specialist** in the subject line of your email.

**Hartford Public Library is an Equal Opportunity Employer.**