



Career Coordinator

The Detroit Training Center (DTC) is The Detroit Training Center (DTC) offers customized vocational programs of study in construction, landscaping, heavy equipment and facility maintenance.

Established in 2012, DTC was founded on the principles of providing adults with the knowledge, tools, and skills needed to add value to themselves, their families, their communities, and ultimately the American workforce.

General Purpose

DTC is looking for a Job Developer to perform a wide range of activities for the Detroit Training Center and its managers to facilitate the efficient operation of the organization. The Career Coordinator will serve as a case manager to students enrolled at DTC.

Main Job Tasks and Responsibilities

- Finding and creating job opportunities for students
- Identifying and soliciting commitments from possible sources of employment
- Responsible for organizing and may also provide students with soft skills training
- Maintain electronic and hard copy filing system
- Establish relationships with employers and facilitate interviews and pre-screening
- Assist students with professional resume and portfolio
- Refer appropriate participants to potential employers for consideration of job openings and provide consistent follow-up to employers.
- Track employment placement outcomes and retention for program participants
- Meet with program staff on a regular basis to ensure appropriate information sharing, coordination of program activities and service delivery.

Education and Experience

- Bachelor's degree or equivalent preferred
- Prior sales, marketing, employment counseling or job development experience
- Computer skills and knowledge of relevant software
- Ability to outreach, network, and market participants and program
- Ability to motivate placed participants toward the retention of entry-level employment
- Knowledge of clerical and administrative procedures and systems such as filing and record keeping
- Excellent verbal and written communication skills.
- Knowledge of the demand-driven approach to employment services, job development strategies and labor market trends in a range of occupational fields
- Knowledge of principles and practices of basic office management

Key Competencies

- Sales Ability - Ability to effectively network with others and influence them to change position and/or to convince them to hire individuals with criminal convictions.
- Persistence - ability to continue a course of action in the face of adversity
- Communication skills - written and verbal English
- Planning and organizing
- Prioritizing



- Problem assessment and problem solving
- Information gathering and information monitoring
- Attention to detail and accuracy
- Flexibility
- Adaptability
- Customer service orientation
- Teamwork

Email resume: **Director@DetroitTraining.com** w/ subject line, Career Coordinator

Fax resume: **(313) 221-5544**

No phone calls please