

Employment & Retention Specialist

Full-Time | Salaried



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About Project Place

Since 1967, Project Place has been a resource for individuals who are experiencing homelessness in Boston. Through innovative programming, including social enterprises, we facilitate the successful transition of individuals to economic self-sufficiency. Comprehensive programming consists of classroom instruction, on-the-job training, case management services, housing and job placement, credential training, retention, and employment services.

Our office is in the South End of Boston, conveniently located less than a mile from the MBTA Orange subway line and Red subway line. The MBTA Silver Line bus also stops directly in front of our building.

Please visit our website at www.projectplace.org for more information about our organization.

About This Job

Job Title: Employment & Retention Specialist
Reports to: Employment & Retention Services Manager

Responsibilities:

The Employment & Retention Specialist will be responsible for assisting Project Place clients in securing and maintaining permanent, career-focused employment through career coaching, guided job search, referrals to employer partners, leads for CORI-friendly employment opportunities, and the co-facilitation of virtual and on-site job fairs. This individual will also be tasked with tracking clients' employment and retention of employment through the City of Boston's Homeless Management Information System (HMIS) and additional databases. Furthermore, the Employment & Retention Specialist will serve as a liaison with employer partners. This individual will additionally coordinate with the Employment & Retention Services Manager to provide outreach and continue the strategic development of employer partnerships guided by regional, political, economic, and industry trends.

Specific responsibilities of the Employment & Retention Specialist include:

- Tracking labor statistics in regions where Project Place services are offered
- Connecting with employers to hire current clients and graduates and gathering information from employers to inform programming

- Assessing clients' skills and barriers to match clients with employment opportunities that align with their individual career goals
- Acting as a liaison between employers and case managers to address hired clients' needs
- Coaching clients and setting a personal example modeling Project Place's standard of professionalism
- Encouraging participants to capitalize on their motivation and desire for life change, as well as guiding participants to seek help from the in-house case manager and staff to address any issues, concerns, or obstacles they may be facing
- Obtaining hire information from clients including offer letter, personnel policy, and paystubs
- Collecting and tracking clients' employment retention with routine check-ins
- Helping clients with financial planning, including managing government assistance with earned income
- Hosting workshops for graduates with the goal of increasing employment retention
- Conducting retention surveys to gauge clients' satisfaction with their current employer and analyzing survey responses
- Devising solutions to address any identified problems interfering in a graduate's ability to remain employed
- Providing the Education Department with useful employer feedback to incorporate in current workforce development programming
- Managing employer-related data
- Other tasks as assigned by Executive Director or designee.

Qualifications:

- Bachelor's degree in a human service field or equivalent work experience
- Experience with recruitment, hiring, and job-search best practices
- Experience working in a variety of professional settings with a demonstrated record of navigating and resolving interpersonal relationships with colleagues and supervisors
- Data-driven individual who is eager to learn about industries of growth across Massachusetts
- Ability to work as a team member with other program staff and in collaboration with partner agencies
- Familiarity with the barriers associated with individuals experiencing homelessness, returning to the community from incarceration, and experiencing substance use disorders preferred.

Location: Work will be performed primarily in person at our office.

Schedule: Monday through Friday, 40 hours a week, typically from 9:00 AM to 5:00 PM.

Compensation & Benefits

The salary for this position is \$51,000 per year. Our benefits include:

- 3 weeks of vacation in the first year; 4 weeks of vacation every year thereafter
- 10 sick days and 3 personal days annually
- 13 holidays and 1 floating holiday
- Medical insurance, dental insurance, vision, and life/long-term disability insurance
- 401(k) plan and 401(k) match.

How to Apply

Please submit both a cover letter and resume to Griffith Ashooh, Employment & Retention Services Manager, at gashooh@projectplace.org. No phone-call inquiries or in-person applications, please.

Equal Employment Opportunity & Affirmative Action Policy

It is the policy of Project Place to provide equal employment opportunities without regard to race, color, religion, sex, national origin or ancestry, age, disability, military or veteran status, sexual orientation, gender identity or expression (including transgender), genetic information or any other protected characteristic under applicable law (“protected class status”).

Project Place also will take affirmative action as called for by applicable laws and Executive Orders to ensure that diverse individuals, including qualified individuals with a disability, are introduced into the Agency’s workforce and considered for promotional opportunities.