



Man-Tra-Con Corporation is seeking candidates to fill the following position:

Job Title: Career Specialist (TS-041625-01)

Location: Marion, Illinois

Salary: \$16.50 to \$17.50 per hour, D.O.E.

Job Description

Man-Tra-Con Corporation is seeking candidates for a Career Specialist position. The Career Specialist will work with customers within our 5-county workforce area (Franklin, Jackson, Jefferson, Perry and Williamson counties) to develop professional goals and job readiness skills to enable customers to secure and maintain full-time employment.

A Man-Tra-Con Corporation Career Specialist is purpose-driven, with the ability to balance the priorities of providing superior customer service and ensuring accurate, timely completion of paperwork and data entry. The Career Specialist will make a difference in our community by helping hard-to-serve job seekers in a role that is more coach than counselor.

Benefits offered.

Expected hours: 35 hours per week

Responsibilities

The Career Specialist is expected to:

- Provide case management to job seekers including but not limited to: job search assistance, job referrals, resume preparation and revision, job interview preparation, and coaching on employability skills.
- Establish and maintain relationships with partner agencies, staying current on services provided, and making appropriate referrals to assist customers in overcoming barriers to employment.
- Perform outreach duties including but limited to: conducting orientations for new customers; making presentations to small groups; and talking with potential customers at community events, resource fairs, and hiring events.

Knowledge, Skills and Abilities

Candidates should possess the following skills:

- Customer Service
- Effective Written & Verbal Communication
- Computer Literacy
- Attention to Detail
- Flexibility

- Problem Solving
- Public Speaking
- Community Relations
- Time Management

Educational/Work Experience Requirements

Candidate must have a minimum of bachelor degree or combination of education and experience.

Requirements

Candidates must also possess the following employment standards:

- Excellent written and verbal communication skills
- Proficiency in the use of Microsoft Office software (Word, Outlook, and Excel), and Internet applications is expected
- Database management skills (to enter and manage customer information and case notes)
- Demonstrate daily problem-solving skills, working with a diverse and sometimes difficult-to-serve customer base
- Superior interpersonal skills and the ability to consistently deliver excellent customer service
- Ability to handle personally identifiable information according to federal, state and local policy, and maintain strict confidentiality
- Ability to perform independent, remote work, traveling between local offices and other sites within the community
- Fluency with speaking Spanish a plus, but not required.
- Background screening may be required.

How to Apply

Please do not apply through Indeed. To be considered for this position, please email a cover letter and resume to: TheresaSmith@mantracon.org

DEADLINE TO APPLY: Friday, April 25, 2024, by 4:30 p.m.

NOTE: Please be sure to include a cover letter with your resume.

**Man-Tra-Con Corporation is a member of the American Job Center network,
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