



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

Job Title: CEJA Career Specialist

Location: Carbondale, Illinois

Salary: \$19.00 to \$20.00 per hour

Employment: Position contingent upon continued grant funding

Job Summary

Man-Tra-Con Corporation is seeking candidates for a CEJA Career Specialist position. The CEJA Career Specialist provides comprehensive case management and support services to individuals pursuing careers in clean energy and climate-related fields. This position guides participants through training programs, addresses barriers to success, and supports their transition to employment while maintaining program data and fostering an inclusive clean energy workforce pipeline across southern Illinois.

Benefits include paid time off, 401K, health, dental and vision insurance.

Expected hours: 35 hours per week

Primary Responsibilities

- **Case Management:** Conduct participant assessments, develop individualized plans, maintain case notes, and monitor participant progress through regular check-ins
- **Barrier Reduction:** Coordinate wrap-around services (transportation, childcare, housing assistance, etc.) and connect participants with community resources
- **Participant Training:** Deliver instruction on essential employability skills to program participants
- **Academic Support:** Provide tutoring coordination and support for participants facing academic challenges
- **Data Management:** Maintain accurate participant records, track attendance and certifications, and enter data into program reporting systems
- **Career Services:** Support job search activities, assist with resume and interview preparation, and facilitate successful transitions to employment
- **Program Support:** Assist with enrollment, community outreach events, and other duties

Required Qualifications

- Bachelor's degree in social work, education, workforce development, or related field; OR equivalent combination of education and experience
- 2+ years of experience in case management, career coaching, or student support services
- Strong interpersonal and communication skills
- Experience working with diverse populations
- Proficiency in data management and Microsoft Office
- Valid driver's license and ability to travel regionally

Preferred Qualifications

- Familiarity with clean energy career pathways
- Knowledge of southern Illinois community resources
- Experience in workforce development programs
- 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.
- 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 is a plus, but not required.
- A valid driver's license
- 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, January 9, 2026, or until position is filled.

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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