



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

The CEJA Career Specialist provides comprehensive, bilingual (English/Spanish) case management and support services... This position facilitates an inclusive clean energy workforce pipeline by ensuring program accessibility for both English and Spanish-speaking participants 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 and develop individualized plans in the participant's preferred language (English or Spanish) to ensure clear communication of program goals
- **Barrier Reduction:** Identify and coordinate wrap-around services from a diverse network of community resources capable of serving both English and Spanish-speaking clients
- **Participant Training:** Deliver employability skills training in English, with the ability to provide real-time Spanish interpretation or translated materials for bilingual cohorts
- **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
- **Community Outreach:** Represent the program at diverse community events, effectively communicating program benefits to both English and Spanish-speaking stakeholders and potential participants

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
- Bilingual proficiency in English and Spanish, with the ability to provide oral interpretation and written translation of program materials.
- Strong interpersonal and communication skills
- Experience working with diverse populations, with a specific focus on navigating the cultural nuances of both the general workforce and the Spanish-speaking community.

- 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 customer base facing complex systemic barriers to employment
- Experience in 'Dual-Language' environments or previous work as a bilingual advocate/specialist
- 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
- 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, February 27, 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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