



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

Job Title: CEJA Career Specialist (GB-080426-01)

Location: Carbondale, Illinois

Salary: \$19.00 to \$20.00 per hour

Job Summary

Man-Tra-Con Corporation is seeking candidates for a CEJA Career Specialist. Illinois is building a clean energy economy, and Man-Tra-Con is helping southern Illinois residents find their place in it. Through the Climate and Equitable Jobs Act (CEJA), we recruit, train, and support people moving into solar, HVAC, EV, and other climate-related careers, with a focus on communities that have historically been left out of these opportunities.

We are looking for a Career Specialist who will walk alongside those participants from the day they enroll to the day they start work. If you have coached, advised, or case-managed people through a hard transition and enjoyed the part where it finally clicks, this is that job.

Why Work at Man-Tra-Con?

Man-Tra-Con has been rooted in southern Illinois for decades, doing work that matters, like helping people find jobs, build skills, and improve their lives. When you join our team, you become part of that mission. Every person who walks through our door is someone's neighbor, and the work we do together has a direct impact on families and communities across the region.

We also understand that work is just one part of life. This is a full-time position working 35 hours per week, Monday through Friday from 8:30 a.m. to 4:30 p.m., with a one-hour lunch. Some evening and weekend hours are required for community events, orientations, and job fairs. Our benefits package includes:

- 15 paid holidays annually (based on employment status and start date)
- Paid leave accrued at two days per month, plus an additional day per year of service
- Blue Cross Blue Shield health insurance eligibility after 30 days (employee contributes to premium)
- Dental and vision insurance available
- Employer-paid long-term disability and \$50,000 life insurance after 30 days
- Retirement contribution of 7% of earnings by the corporation after 6 months, with a 3-year vesting schedule
- Optional employee 401(k) participation after 6 months
- Paid bereavement leave

What You'll Do

- Carry your own caseload of participants and be their main point of contact from enrollment through graduation and into employment
- Figure out what stands between a participant and finishing the program, then coordinate resources such as transportation, childcare, housing, food, healthcare, or legal help that removes it

- Catch academic trouble early and arrange tutoring, make-up sessions, retakes, testing accommodations, and mentorship
- Help participants get hired: resumes, interview practice, applications, and direct matching to clean energy employers
- Support transitions into clean energy jobs
- Keep clear, accurate records of your work in the state workforce reporting system
- Represent the program at community events, job fairs, and partner meetings across the region

What We're Looking For

- A bachelor's degree in social work, education, workforce development, or a related field, or an equivalent mix of education and experience
- At least 2 years in case management, career coaching, or student support services
- Comfort managing your own caseload and keeping up with regular documentation deadlines
- Strong listening and communication skills, and real experience working with people from a range of backgrounds
- Solid computer skills, including Microsoft Office and data entry systems
- Valid driver's license, proof of current auto insurance, and dependable transportation for regular regional travel

Nice to Have

- Familiarity with clean energy career pathways
- Knowledge of southern Illinois community resources and service providers
- Prior work in workforce development or grant-funded programs
- Experience with Illinois workNet or a similar case management and reporting system

Details

Employment Type: Full-time, 35 hours per week

Schedule: Monday through Friday, 8:30 a.m. to 4:30 p.m., with a one-hour lunch

Location: Carbondale; regular travel across the region

HOW TO APPLY

Send a resume and a short cover letter to theresasmith@mantracon.org with "CEJA Career Specialist" in the subject line. Applications will be reviewed as they arrive; the position is open until filled.

**Man-Tra-Con Corporation is a member of the American Job Center network,
and an Illinois workNet Center partner.**

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