

QUEST Candidate Outreach Coordinator

QUEST Mission

Project QUEST strengthens the economy and transforms lives by preparing individuals for in-demand, living wage careers.

Description:

The QUEST Candidate Outreach Coordinator will engage with local community agencies to attract, screen, select and qualify suitable candidates for QUEST. The Coordinator will work with prospective candidates on a one-to-one basis or in group settings to increase access to Project QUEST for unemployed, under skilled or under employed individuals. The Coordinator sustains and expands a network of agency contacts and their staff and clients, to disseminate information on the application process and training opportunities offered by Project QUEST. The Coordinator provides on-site screening and testing and other services required by unemployed and underemployed adults.

Core Competencies

Participant Centric

1. Using social media networks (e.g. LinkedIn, Facebook and Twitter) to look for and connect with potential candidates.
2. Facilitate engaging and beneficial presentations, prepares and presents brochures and other print media, and provides the essential link between applicants and Project QUEST. Serve as a collaborator between training partners and Project QUEST.
3. Continuously evaluate need to add, subtract or diversify available Applicant Information Sessions
4. Utilize Apricot, a non-profit database software, to collect candidate information and ensure seamless tracking and processing through Applicant Portal.

Partner Collaboration

1. Cultivate, develop, and maintain mutually engaging relationships with local agencies and organizations in the San Antonio and Bexar County region. Provide onsite presentations to agency case managers, and staff. Targets presentations to agencies and locations that serve economically disadvantaged adults.
2. Represents Project QUEST at outreach functions that include, but are not limited to workshops, job fairs, local conferences, seminars, community awareness campaigns and other related public venues. Makes presentations, prepares and presents brochures and other print media, and provides the essential link between applicants and Project QUEST. Serve as a collaborator between community partners and Project QUEST.
3. Maintains and updates a database on agencies contacted, agreements reached, services provided and issues encountered. Conducts follow up with agencies as determined by frequency of contact and services provided.
4. Participate or attend quarterly meetings as the liaison between QUEST and community partner(s).

Pathway Process Engagement

1. Develop a comprehensive understanding of prioritized industry sectors identified by Project QUEST to include funding and training requirements and future funding opportunities that align with QUEST's strategic objectives in order to design and implement an overall recruiting strategy.
2. Develops and update career track information for incoming candidates interested in job training.
3. Provides analytical and well documented reports to PQ staff on recruitment efforts.
4. Utilize Apricot, a non-profit database software, which offers a secure comprehensive system for timely, appropriate, and effective data collection and reporting. Consistently collect and accurately enter data on tracking New Applicant flow, tracking progress on Applicant Portal, and tracking on Assessment Appointment outcomes as needed. Maintain confidentiality of participant data.

Desired Skills:

- Effectively manages time and resources to bring daily tasks and projects to completion. Identifies critical and less critical activities and tasks and prioritizes daily workload accordingly.
- Excellent written, interpersonal and verbal communication skills.
- Ability to work effectively with a diverse community.
- Desire to always be learning.
- Possess a "CAN DO" attitude, with integrity.
- Proficiency in MS Office and Social Media (Facebook, Twitter, etc.).
- Possess reliable transportation.
- Adhere to the QUEST foundational concept of **ADEPT** - **A**ccountable, **D**ependable, **E**xcellent, **P**rofessional, and **T**eam-oriented

Education and Experience

- Bachelor's Degree in social science, human resources or related field, or 10+ years of related workforce development experience.
- Excellent customer service and experience in workforce development.
- Working knowledge of employment and training programs, federal, state and local regulations
- Knowledge of local community and the different ecosystems.
- Flexible work hours with primary work schedule Monday-Friday 8:00am –5:00pm.

Salary and Compensation:

QUEST provides a comprehensive benefits package as part of overall compensation.

QUEST is an equal employment opportunity employer.

Please send resumes to Lelani@QuestSA.org