



Employment Specialist

Compensation: \$50,000–\$55,000 annual salary, plus a comprehensive benefits package.

This position is UAW eligible.

The Martin Luther King Community Center is seeking an Employment Specialist to join a multidisciplinary team that supports individuals seeking employment. This position assists MLK Center neighbors in securing employment by connecting them to career opportunities, paid job training and credentialing programs, and educational pathways that lead to long-term careers. The Employment Specialist reports to the Director of 40 W. Digital.

Position Summary

The Employment Specialist is responsible for cultivating relationships with employers throughout the Indianapolis area, with an emphasis on second-chance employers, paid training-to-employment programs, apprenticeships, and other career opportunities. In addition, this individual will prepare and coach MLK residents and 40 W. Digital participants who are unemployed or underemployed, helping them successfully obtain and retain meaningful employment.

This position develops employer partnerships, provides individualized employment navigation services, and ensures participants are successfully placed into competitive employment. The Employment Specialist maintains current knowledge of local labor market trends, workforce development resources, and employers committed to hiring individuals who face barriers to employment, including justice-involved individuals.

Essential Duties and Responsibilities

- Recruit, assess, and provide individualized employment navigation services to participants, neighbors including adults participating in the Drone Program.
- Develop individualized employment plans aligned with each participant's career interests, education, skills, and employment goals.
- Assist participants with résumé development, interview preparation, job search strategies, and workplace readiness.
- Develop and maintain relationships with local employers to identify employment opportunities for program participants.
- Maintain current knowledge of local and regional labor market trends, in-demand occupations, wage data, and workforce needs.
- Identify and cultivate partnerships with second-chance employers that provide employment opportunities for individuals with prior justice system involvement.

- Coordinate referrals to supportive services that help participants obtain and maintain employment.
- Monitor participant progress after placement and provide employment retention services as needed.
- Maintain accurate participant records, employment documentation, case notes, and required program reports.
- Collaborate with community organizations, workforce agencies, educational institutions, and employer partners.
- Participate in staff meetings, professional development opportunities, and community outreach activities.
- Ensure compliance with grant requirements, agency policies, confidentiality standards, and program reporting requirements.

Performance Expectations

The Employment Specialist is expected to:

- Successfully place **5–6 neighbors** into competitive employment each month.
- Provide ongoing employment retention and follow-up services for all placed participants.
- Meet all documentation, reporting, and grant compliance requirements.
- Develop and maintain an active network of employer partners, including second-chance employers.
- Consistently meet or exceed employment placement and retention goals established by program leadership.

Minimum Qualifications

- Bachelor's degree in Human Services, Social Work, Business, Workforce Development, Education, Counseling, or a related field.
- Minimum of two (2) consecutive years of professional experience in employment navigation, workforce development, career coaching, or job placement services.
- Demonstrated record of successfully placing individuals into employment and achieving established performance outcomes.
- Knowledge of labor market information, employment trends, hiring practices, and workforce development systems.
- Experience developing employer partnerships and business relationships.
- Knowledge of employment resources for justice-involved individuals and second chance hiring initiatives.
- Strong interviewing, coaching, motivational interviewing, and case management skills.
- Excellent written, verbal, and interpersonal communication skills.
- Strong organizational skills with the ability to manage multiple participants and competing priorities.
- Proficiency in Microsoft Office Suite and case management or client database systems.

- Proficiency with Canva and experience using multiple social media platforms for outreach and engagement.
- Clean driving record and ability to pass drug screening.

Preferred Qualifications

- Experience working with opportunity youth or young adults ages 18–24.
- Experience working within nonprofit, workforce development, or community-based organizations.
- Familiarity with local workforce boards, American Job Centers, apprenticeship programs, and career pathway initiatives.
- Knowledge of federal and state workforce development programs and employment incentives.

Core Competencies

- Relationship Building
- Career Coaching
- Employer Engagement
- Workforce Development
- Labor Market Analysis
- Employment Navigation
- Cultural Competency
- Problem Solving
- Time Management
- Data Documentation and Reporting
- Collaboration
- Results-Oriented Performance

Physical Requirements

This position requires the ability to travel locally to employer sites, community partner locations, career fairs, and participant meetings. The employee must be able to sit, stand, walk, and operate standard office equipment.

Work Environment

The Employment Specialist works in a combination of office, community, and employer settings. Evening hours are required. Occasional weekend hours may be necessary to support employer recruitment events, job fairs, community outreach activities, and participant programming.

