



## **Evergreen Christian Outreach (EChO) Job Center Manager**

The mission of Evergreen Christian Outreach (EChO) is to assist people in our community with their basic and urgent needs and to help them realize their potential on a path to self-sufficiency. EChO meets this part of our mission by providing wrap-around services, healthy food, and shelter. We go beyond those basic needs and provide additional services such as counseling, referrals, and employment services.

EChO relies on contributions from community-based organization, corporate and individual donors, local churches, faith-based organizations, and grants. In addition, EChO operates a Resale shop to supplement its revenue and further accomplish our mission.

For over 30 years EChO has been serving members of our mountain community as a much needed and valuable resource. Recognized as a "Nonprofit of Excellence" by the Colorado Non-Profit Association in 2017, EChO provides help to individuals who may be struggling to meet their basic and urgent needs. A client choice food bank, which serves over 350 households per month, is at the heart of the operation. Individuals and families seeking information on community resources work with EChO Client Advocates to identify and obtain needed services and referrals and may include a referral to EChO's Job Center.

In the Fall of 2020 EChO moved into a new facility which brings together all these services into one building. The EChO Resale Shop will move into this facility in 2021.

EChO Job Center's purpose is to provide employment-related and skills training services that are responsive to the needs of job seekers, employers, and our mountain community.

The Job Center Manager is responsible for the development and continuous improvement of the program, remaining client centric and results driven.

We are currently seeking a new Job Center Manager to further develop and grow our Job Center services. The Job Center Manager reports to the Director of Client Services.

### **Primary Responsibilities**

- Identify, develop, and maintain workforce development partnerships and network with other service providers, county agencies, local employers, and apprenticeship program recruiters

- Develop effective working relationships with employers and maintain regular contact to strengthen engagement in the community
- Identify and assess barriers to employment and work with clients to develop strategies for overcoming these barriers. This may include career coaching, retention and barrier assessments, job search support, mock interviews, application assistance, resume development
- Assist clients with unemployment insurance claims
- Develop, facilitate, and present skills training workshops including resume development for digital interface, interviewing skills, job retention, job search tools, and computer skills
- Manage the program budget including developing budget proposals, justifying expenses, and monitoring expenditures
- Manage computer lab
- Develop innovative service strategies and provide educational, vocational and apprenticeship opportunities to clients
- Supervise and provide training opportunities for Job Center Specialist
- Continually develop **new programs and services**

## Knowledge and Skill Requirements

- Bachelor's degree required, plus a minimum of two (2) years managing and developing training programs and job center services
- Strong written and verbal communication skills
- Knowledge of online job seeking skills including job search sites, application process and assessments
- Proficient computer skills
- Knowledge of current requirements for job searching in the digital age and committed to on-going education in support of this requirement

EChO provides a competitive salary and benefits package, including vacation, sick and personal leave. Salary: \$35,000-\$42,000 based on experience. Due to the value the Job Center Manager brings to the team, much of this role needs to be performed at the EChO office in Evergreen with limited remote work.

Please send resume and cover letter to Kaethe Zellner  
[kaethe@evergreenchristianoutreach.org](mailto:kaethe@evergreenchristianoutreach.org)