JOB OPPORTUNITY

9703 Employment & Training Specialist II

Salary Range: $28.18 - $44.13/hour

To apply, visit the City & County of San Francisco’s Employment website at: https://www.jobapscloud.com/SF/sup/bulpreview.asp?R1=TEX&R2=9703&R3=096908

Application Filing Deadline:
Apply immediately as this announcement may close at any time after 5:00pm (PST) on May 28, 2019.

Appointment Type
Temporary Exempt (TEX), this position is excluded by the Charter from the competitive Civil Service examination process and shall serve at the discretion of the Appointing Officer. Airport currently has two (2) vacant temporary positions to fill for three months, beginning in the summer of 2019.

Position
The San Francisco International Airport (SFO) is hiring two 9703 Employment & Training Specialists II. This position plays a key role in supporting SFO’s goal of placing 200 local high school students at the Airport with both public and private employers. This position will be the liaison between each intern and their manager with the key role in providing support for each intern and assisting the manager as needed for coaching, goal setting and developing action plans as needed. Some responsibilities will include orientation, providing tours throughout SFO, making necessary referrals to partnering organizations and professional development workshops, career assessments and employment planning. The Employment & Training Specialist II will also collect data, provide evaluation regarding the program and the host sites, as well as assist in planning and supporting large scale SFO employment events. Other duties may be required.

Desirable candidates will have experience in workforce or community development specifically working with youth ages 16-24. Join the SFO team and contribute to our mission “to provide an exceptional Airport in service to our communities”. To learn more about this position and how to apply, please visit: 9703 Employment & Training Specialist II.

MINIMUM QUALIFICATIONS

Education
Possession of a baccalaureate degree from an accredited college or university.

Experience
Two (2) years public contact experience including interviewing to obtain information.

Substitution
Additional qualifying experience may be substituted for the required degree on a year-for-year basis (up to a maximum of two (2) years). Thirty (30) semester units or forty-five (45) quarter units equal one year.

Applicants must meet the minimum qualification requirement by the final filing date unless otherwise noted.

Minorities, Women and Persons with Disabilities are encouraged to Apply. An Equal Opportunity Employer.