



## **Outsource Employment Professional**

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**Purpose:** Provide in-house and community-based employment opportunities for people served by Chandler/Gilbert Arc through choice, experience, guidance and respect.

**Scope:** Develop community contacts. Inform and educate the community about the agency's mission, goals and needs. Arrange employment events for our community resources. Develop database of perspective employers.

**Skills/Attributes:** Outgoing with a love of working with people to create mutually beneficial employment opportunities. Sensitive and enthusiastic to the qualifications and potential of the people in training for or seeking employment. Recruiting, job development experience and knowledge of local business community helpful. Strong written and verbal communication skills.

**Time Commitment:** Seeking a weekly commitment for 8 to 10 months. Flexible schedule.

**Work Environment:** Partner with the Employment Services Director and Executive Director. Administrative staff available. Have office space with computer, email, internet access with option to work from home. Will use own vehicle for local travel with mileage reimbursement for approved business travel.

**Perks:** "The Employee Network" discount program membership. Collaborative, enthusiastic and supportive administrative team and agency culture.