

Jeanine MacDonald
Executive Director

Darlene Barber
Board Chairman

Position Available: One Stop Career Center Coordinator

The Cumberland Empowerment Zone Corporation has an immediate opening for a One Stop Career Center Coordinator (OSCC Coordinator). The OSCC Coordinator will be responsible for oversight and coordination of the service delivery of partners and providers within the Cumberland, Salem and Cape May Counties One Stop Career Centers. The OSCC Coordinator will maintain regular office hours at each of the One Stop facilities in the 3-county local area and ensure that services are effectively provided to the public. He/She will be responsible for coordinating monthly meetings with partners and providers in each of the 3 counties, and will report to the Workforce Development Board (WDB) regarding services, activities and performance outcomes. The OSCC Coordinator will facilitate services of all collaborative partners; compile and maintain information from each center's progress and compliance; coordinate day-to-day activities; ensure timely submission of reports, and dissemination of information to WDB and public.

Qualifications: A college education (bachelor's degree preferred) with demonstrated experience in workforce development, career development, public administration, or related field; excellent writing skills; excellent interpersonal and communication skills; strong organizational skills; experience in documentation/reporting to State and Federal departments regarding performance and budgetary outcomes; working knowledge of computer systems; and strong familiarity with Once Stop Career Center programs.

The CEZC offers a benefit package that includes health, dental, holiday, vacation and sick time.

Send letter of interest, resume and salary requirements to Jeannine MacDonald, Executive Director, Cumberland Empowerment Zone Corporation, 2 North High Street, Millville, NJ 08332 or via email to jeanninec@cezcorp.org. Applications will be accepted through August 18, 2017.