



Business Engagement Specialist

Department: Business Engagement Services Reports To: **Center Director**

Classification: **Exempt**

Dates of (1st) Posting: 10/24/2024 – 11/01/2024

Status: Full-Time

Salary: Contact Human Resources

GENERAL FUNCTIONS:

Plans, directs and administers the Work Based Learning (WBL) program; develops and maintains positive working relationships with employers, businesses, social and professional community organizations, political and city officials and the media.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree in Communications or a related field. Related education and experience may substitute for the degree requirement on a year-for-year basis

Experience: Three years of experience in public relations or a related field.

Days/Hours: Monday – Friday; 40 hours per week

Job Description:

- Implements a positive center image in the community through involvement in events planning and production, civic projects, charity sponsorship through volunteering, programs, demonstrations, and celebrations.
- Responsible for the implementation and follow up for the Work Based Learning (WBL) program.
- Develops council meetings and keeps the Community relations and Industry Councils members informed and up-to-date with the center's progress and challenges.
- Involves the community on center through hosting special events for charities and non-profits, sharing resources with the local colleges and schools, create and develop a community relations council.
- Promotes news, events and accomplishments of the center by regular exposure in the print and broadcast media, designing and maintaining an internet web site, designing and producing display materials for the center and remote use.
- Submits required reports to the Corporate BCL and NJCA in compliance with the STAR Program.



FINCH-HENRY JOB CORPS CENTER

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- Communicates with various organizations and coordinates participation in local community service activities and projects that affect the community.
- Builds relationships with businesses and community and social organizations to promote and place Job Corps students in the workplace.
- Responsible for submitting activity reports on a weekly, monthly, and quarterly basis.
- Acts as Center Director in the absence of the same.

Acts as trusted advisor to the Center Director and is a member of the senior leadership team.

LICENSE OR CERTIFICATIONS:

A valid Driver License with an acceptable driving record is required.

Interested applicants may forward a resume and appropriate credentials to:

Finch-Henry Job Corps Center
Attn: Human Resources
pittman.lucy@jobcorps.org
Visit our website at:
<https://www.etrky.com/career-center/>
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