



SHAWNEE DEVELOPMENT COUNCIL, INC.

530 West Washington St. - P.O. Box 298 - Karnak, IL 62956-0298

Phone: (618) 634-2201 - Fax: (618) 634-9551

www.shawneedevelopment.org

EMPLOYMENT OPPORTUNITY

SHAWNEE DEVELOPMENT COUNCIL, INC.

Is now accepting applications for the following:

WORKFORCE INNOVATION & OPPORTUNITY

Work Experience Coordinator/Career Planner

Salary Range: \$27,300.00-\$34,580.00

Shawnee Development Council, Inc. is seeking applicants for a Work Experience Coordinator/Career Planner in the Workforce Innovation & Opportunity Act (WIOA). The WIOA program prepares and equips eligible adults, dislocated workers and youth with the necessary skills to meet the current upcoming workforce needs.

Must have High School diploma or equivalency. A degree with experience in workforce development or related human resource field preferred. Candidate must be proficient in Microsoft Office Suite and other standard office software. Must have a valid drivers license. Applicant must be able to work as an integrated team to provide comprehensive career planning service to youth and adults. Develop workshops as needed and provide guidance, career counseling and referrals to participants. Complete WIOA applications and maintain case notes on participants every thirty days. Other duties as assigned.

Benefits Include: Dental/Vision, Life Insurance, Retirement Program, Sick/Vacation and Paid Holidays pending 90 day probation period.

Applications may be obtained by calling (618)634-2201. An employment application, resume and two letters of reference should be submitted to: Human Resources, SDC Inc, PO Box 298, Karnak, IL 62956 or electronically at sdcpayroll@shawneedevelopment.org. Applications will be accepted until position is filled.

Shawnee Development Council, Inc. is an Equal Opportunity Employer

Distribution Instructions:

Run: In-house, Administrative Office, all County Offices and Social Media.

Authorized Signature: Derral Adams

Date: 04/14/20

Affiliations



Shawnee Development Council, Inc. is an equal opportunity provider and employer
Serving Alexander, Hardin, Johnson, Massac, Pope, Pulaski and Union Counties

