

The Northeast Georgia Regional Commission (NEGRC) is seeking qualified applicants for the position of **Career Advisor** in the Workforce Development Division. The Career Advisor provides career guidance to clients both over the telephone and in person, takes applications and collects associated documentation and conducts initial program eligibility determination.

The ideal candidate will have experience in the workforce development field specifically the Workforce Innovation and Opportunity Act (WIOA).

The position requires strong listening, interviewing and communication skills. The position also requires the ability to establish relationships with a variety of partners in the 12 county area service area.

Required:

- › Bachelor's degree from an accredited college or university in public administration, psychology, sociology, social work, or related field
- › Minimum of 2 years related work experience
- › Strong written and oral communication skills
- › Organizational, time management, and strategic-planning skills
- › Ability to find solutions to complex issues, sometime in controversial situations
- › Ability to work on multiple projects simultaneously and meet deadlines

Preferred:

- › Bachelor's Degree in related occupational area
- › Experience for Workforce Innovation and Opportunity Act (WIOA) preferably in the area of client services
- › 5 years of related work experience
- › Technology skills
- › Ability to prepare grant applications for the Workforce Development Division as determined

This position reports to the NEGRC's Workforce Development Director. For a complete list of duties, visit the NEGRC's website at: www.negrc.org.

The annual salary range is \$49,335-\$54,259 based on experience and qualifications. A competitive benefits package is provided. A complete resume and cover letter should be sent to: NEGRC, Attn: Julie Ball, Executive Assistant, 305 Research Drive, Athens, GA 30605-2795 or email: jball@negrc.org. Review of received resumes will begin on May 25, 2022 and continue until the position is filled. No telephone inquiries accepted. The NEGRC is an Affirmative Action/Equal Opportunity Employer.