



Employment and Training Coordinator

ADVOCAP, Inc. is hiring a Full-Time (40 hours/week) Employment and Training Coordinator to help low income, under/unemployed, persons become more self-sufficient. The Employment and Training Coordinator will be primarily located in Oshkosh carrying a caseload of individuals who seek, or are in training programs or are actively seeking employment. This position will require intensive case management, assessment of participants, resolution of barriers as well as the allocation of training resources resulting in increased earnings and sustained employment for the client.

Successful applicants will have education or experience equivalent to a bachelor's degree in human services or a related field or 3 years of experience in the same. Proficient use of Microsoft Office Suite or compatible software and data entry skills are essential. Experience in creating or critiquing professional resumes a plus. Some travel is required therefore reliable transportation is necessary. (A valid driver's license with a record acceptable to the agency's insurance carrier required if driving self).

Starting pay is \$19.02 per hour. Resumes with cover letters received by 12/8/2017 will be given preference. Submit to ADVOCAP, Inc., Human Resources, PO Box 1108, Fond du Lac, WI 54936-1108. Fax (920) 922-7214. Email hr@advocap.org.

<http://www.advocap.org/>

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