



## **Business Consultant**

### **Workforce Services Division – Business Services**

### **Largo, Maryland**

**Job Summary:** **Employ Prince George's (EPG)** is seeking a **Business Consultant** to be responsible for serving two distinct customers of the Prince George's County Workforce System, job seekers and businesses. The ideal candidate will meet the needs of Prince George's County employers, and will be tasked with establishing professional relationships with businesses and developing a standing job bank of business seeking candidates to provide job leads. The Business Consultant will service local job seekers by coordinating and conducting weekly hiring events and connecting job seekers with businesses by matching the needs and wants of businesses with the skills, qualifications and experience of job seekers. Services for business and job seekers may specifically include: talent matching, planning & strategy, workforce segmentation, candidate relationship management, employment branding, marketing, metrics analysis and labor market research.

**Key Requirements:** This position requires an understanding of federal, state, and local workforce regulations; the attainment of Workforce Innovation & Opportunities Act (WIOA) regulations; and Local Workforce Development Board policies, procedures, and guidance. The ideal candidate will have the ability to identify and source candidates including review of resumes, soft skills and employment history. The candidate should have a current knowledge of Labor Market Information and In-demand Industries. The candidate should be highly analytical, perceptive, curious and with sound judgment; proactive attitude and problem-solving ability. Should possess excellent written and verbal communication, and customer service skills. The candidate will possess strong organizational skills with great attention to detail, and is able to work independently within a highly collaborated team environment.

**Qualifications:** A Bachelor's degree in Marketing, Business, Human Resources, Social Sciences, and Public Relations or other relevant areas, or equivalent combination of education and work experience. (2) years of proven recruitment, staffing, marketing or human resource experience. (1) year of workforce development, education, training or social services experience preferred. Experience working with the business community with emphasis on talent acquisition. An understanding of federal, state, and local workforce regulations; and the attainment of Workforce Innovation & Opportunities Act (WIOA) regulations; and Local Workforce Development Board policies, procedures, and guidance.

**How to Apply:** Qualified candidates are encouraged to submit a cover letter including salary requirements and resume to [CareerOpportunities@employpg.org](mailto:CareerOpportunities@employpg.org). Cover letters should be addressed to, **ATTN: Human Resources** and must include **Business Consultant** in the subject line of your email. **EOE/AA employer. NO TELEPHONE CALLS PLEASE**