



## **Outreach & Recruitment Specialist**

### **Largo, Maryland**

**About Us:** The Prince George's County Local Workforce Development Area is a Workforce Innovation and Opportunity Act (WIOA) designated workforce area by the Governor of the State of Maryland. Required by WIOA, the Prince George's County Local Workforce Development Area is governed by the Prince George's County Local Workforce Development Board. Appointed by the Prince George's County Executive, the Prince George's County Local Workforce Development Board is tasked with governing and operating the Prince George's County Public Workforce System. The Prince George's County Local Workforce Development Board and Prince George's County Executive has designated Employ Prince George's, Inc. (Employ Prince George's) to serve as the staff and fiscal agent of the Prince George's County Local Workforce Development Board.

As the staff and fiscal agent of the Prince George's County Local Workforce Development Board, **Employ Prince George's** manages the Prince George's County Public Workforce System. The Prince George's County Local Workforce Development Board has branded the Prince George's County Public Workforce System as the Prince George's County American Job Center Community Network to the public, its partners, and stakeholders. The Prince George's County American Job Center Community Network, including Employ Prince George's as a nonprofit workforce development services provider, is a collection of job centers, access points for services, government agencies, nonprofit organizations, community-based organizations, and more. The Prince George's County American Job Center Community Network provides workforce development services to over 30,000 job seekers and 4,000 businesses annually. As the staff of the Prince George's County Local Workforce Development Board, workforce development service provider, and Prince George's County American Job Center Community Network manager, Employ Prince George's operations are diverse and extremely complex.

**Job Summary:** Under the direction of the Manager of Knowledge Equals Youth Success (KEYS) within the Out-of-School Youth Services Department, the **Outreach & Recruitment Specialist** will have responsibility for developing, designing and implementing community participation and outreach to youth, parents, schools, community-based organizations, and public agencies on behalf of Youth Services and its internal programs.

**Key Requirements:** The ideal candidate will have knowledge of employment training and services, federal, state, and other local child labor laws, policies and procedures; demonstrated customer services skills, including the ability to effectively address problems and questions. Sound oral/written communication skills, including the ability to interpret and convey written youth services policies and procedures to youth customers and worksite supervisors, and to make presentations to individuals and groups.

**Qualifications:** Bachelor's degree or equivalent work experience preferred. At least two years of summer youth employment program experience and/or school base work experience, preferably in workforce development desired. Must pass a criminal background check.

**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 Outreach & Recruitment Specialist in the subject line of your email. EOE/AA employer. NO TELEPHONE CALLS PLEASE**