



Executive Center Career Consultant

CareerSource Capital Region has an exciting opportunity for a Career Consultant to work within its Executive Center in Tallahassee. This full time position guides professional and executive level career seekers in their job search with assessments, job search strategies, resume and cover letter development, interview preparation and job matching.

This position creates, develops and conducts workshops for the career seeker population including topics such as resume writing, interviewing skills, job search techniques, networking, and other related professional development classes. The incumbent in this position may also organize, prepare and present workshops and training programs for employer customers.

Further, this position actively recruits career seekers for positions that fall within the scope of the Executive Center; works with other staff members throughout the CareerSource Capital Region system to assist career seekers and improve internal processes; promotes events and services to the Executive Center career seeker population; records activities in Employ Florida, as well as in internal databases for data collection and career seeker and employer tracking; and prepares various reports and correspondence as necessary. Attendance at networking and business events, career fairs and other recruiting events is required. Works in conjunction with the Business Solutions unit to promote career seekers directly to employers.

A relevant bachelor's degree from an accredited university or college and three years experience in a professional level position within a Human Resources Department required. Previous work experience as a recruiter or in staffing required. Human Resources Generalist or Manager-level experience helpful. Bilingual in English and Spanish helpful. Must have intermediate to advanced knowledge of MS Office.

If you're looking to join an energetic and motivated team where excellent benefits are offered, look no further!

The anticipated starting salary is \$36k-\$40k/yr.

To apply, submit your resume and cover letter via email to HR@careersourcecapitalregion.com. Be sure to include the job title "Executive Center Career Consultant" in the subject line of your email.

Check us out on Facebook, Twitter, and LinkedIn. Learn more about CareerSource Capital Region at: www.careersourcecapitalregion.com.