



Re-employment Coordinator

Job Announcement

The Fresno Regional Workforce Development Board (FRWDB) is currently seeking a Re-employment Coordinator at the Bitwise Re-employment Center to assist former Bitwise employees with access to training opportunities, building essential work skills, and connecting them with supportive services. The **Re-employment Coordinator** is primarily responsible for providing services for recruitment, career planning, job placement, and grant management. You will serve as a bridge between our program participants and various community partners and workforce connection services. The Re-employment Coordinator will work closely with a dynamic team dedicated to making a positive impact on the lives of former Bitwise employees.

Duties include, but are not limited to:

- Collaborate with local community partners, educational institutions, and employers to create pathways for participants into new job opportunities.
- Prepare and submit regular reports on grant progress, including performance metrics and outcomes.
- Lead the recruitment efforts to identify and onboard qualified candidates into the program, ensuring alignment with program goals and objectives.
- Help participants navigate workforce connection services, including unemployment benefits, retraining programs, and job placement agencies.
- Provide emotional support, counseling, and guidance to address personal challenges and obstacles faced by participants during their job search and career transition.
- Maintain accurate and up-to-date records of client interactions, progress, and outcomes.
- Organize and facilitate workshops to enhance participants' work-related skills, including communication, problem-solving, and technical skills.
- Assist participants in exploring different career paths, setting career goals, and creating actionable plans for career advancement.
- Assist participants with resume building, job searching, interview preparation, and job matching to ensure successful placement in suitable positions.

Qualifications:

- Must be a former Bitwise Employee.
- Bachelor's degree in social work, counseling, human resources or another closely related field.
- Previous experience in workforce development, career counseling, or similar roles is preferred but not required.
- Strong communication and interpersonal skills to effectively engage and support program participants.
- Ability to work collaboratively with community partners and stakeholders.
- Organizational and administrative skills to manage program documentation and data.

This is a full-time grant funded position expected to last through July of 2025, with an annual salary between \$52,333-\$58,668. Benefits include Medical, Dental, Vision, Life Insurance.

Apply online through Sierra HR Partners.

Make telephone inquiries by calling 559.431.8090

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