



Are you ready to learn new skills, train, & go back to work?

Senior Community Service Employment Program (SCSEP) may be the perfect program for you. SCSEP is a federally funded job-readiness program that helps older adults transition from on-the-job training back into the work force.

Eligibility Requirements are:

1. 55 years or older
2. Resident of San Francisco
3. Unemployed
4. Low income

We are recruiting for a qualified Employment Facilitator Trainee at SCSEP:

Enrollment depends on meeting eligibility requirements, and a successful interview.

**Requirements:**

- Able to train 25 hours a week
- Working knowledge of Microsoft Word and Excel
- Detail oriented
- Data entry and data validation accuracy
- Communicates effectively both verbally and in writing
- Ability to work with mature people and recommend learning new skills to improve employment prospects
- Proactive and takes initiative to problem solve
- Organized and able to prioritize tasks and maintain proper record keeping
- A team player with strong work ethic and positive attitude
- Creative and strategic thinking in all areas of workforce development

To apply, please  
email a cover letter  
and resume to:

[scsep@felton.org](mailto:scsep@felton.org)

**Duties:**

- Managing caseload of trainees
- Recruitment and outreach of eligible candidates for the program
- Recruitment of host agencies sites
- Documentation requirements of trainees
- Job Coaching and Development
- Be an ambassador for the SCSEP community