



*The Workforce Development Board  
of Southeast Minnesota*

## Full-time Employer Outreach Specialist

**Posting Date:** February 11, 2019

**(Internal and External Job Posting)**

Workforce Development, Inc. (WDI) is seeking a friendly, professional, full-time **Employer Outreach Specialist** serving SE Minnesota. The right candidate will make a difference in people's lives daily by helping grant project participants find alternative solutions to traditional return-to-work strategies. This will include information-sharing outreach and recruiting of employers, assisting with the elimination of barriers, and developing temporary public-sector worksite placements.

We will rely on this person to have experience in career planning, working with employers to assist in meeting their workforce needs, and working with culturally diverse populations. In addition, this person will need to have the ability to maintain confidentiality and data privacy, work cooperatively in a team setting, pay attention to detail, and will possess strong verbal and written communication skills. Bilingual skills are appreciated but not required.

If you are interested in this **Full-time, Benefits-Eligible** position in a dynamic work environment at an organization dedicated to helping job seekers and employers, please submit your resume and letter of interest to be received by **4:30 pm on February 22, 2019**, to:

Jill Miller  
Workforce Development, Inc.  
2070 College View Road East  
Rochester, MN 55904  
Or Fax: 507.292.5173  
Or E-mail: [jillmiller@workforcedevelopmentinc.org](mailto:jillmiller@workforcedevelopmentinc.org)

WDI is an Equal Opportunity Employer/Program Provider and a proud partner of the American Job Center network. This information is available in alternative formats for people with disabilities by calling 507.292.5180 (voice) or by using your preferred relay service.