

LUTHERAN SERVICES FLORIDA

**JOB**

**OPPORTUNITIES**

The following position is currently open. If you would like to apply for an opening listed, please submit a memo with a resume stating your qualifications. Your resume must be received within five (5) business days. Non-exempt employees must have six (6) months tenure and exempt employees must have one (1) year tenure in current position to be eligible for posting. Lutheran Services Florida is an Equal Opportunity Employer. Drug Free Workplace.

POSITION	PROGRAM/ DIVISION	FT/PT E/NE	EDUC./EXP. REQUIREMENTS	RESPONSIBILITIES	STARTING SALARY
<p><b>EMPLOYMENT SPECIALIST I</b></p> <p>Contact:                      Lourdes Mesias                      lmesias@lsfnet.org</p> <p>JPR# 2301,                      PAF 25070, Pos 5163</p>	<p><b>MATCHING GRANT – TAMPA BAY REGION</b></p>	<p>FT/NE</p>	<ul style="list-style-type: none"> <li>- High School Diploma or GED</li> <li>-Two years experience in sales or two years experience in Refugee Employment Programs</li> <li>-Good communication skills</li> <li>-Excellent job development skills</li> <li>-Ability to use discretion and respect confidentiality</li> <li>-Must be well organized</li> <li>-Must be able to relate and work well with people from different cultures.</li> <li>-Must be computer literate</li> <li>-Knowledge of Word for Windows and Excel is an asset</li> <li>-Must have transportation and a valid driver’s license</li> <li>-Bilingual required</li> <li>-Familiarity with local area and services is helpful</li> </ul>	<ul style="list-style-type: none"> <li>-Provide each client with an individual employment plan, and ensure job placement</li> <li>-Coordinate services in support of employability</li> <li>-Maintain client files</li> <li>-Manage the Matching Grant accounting</li> </ul>	<p>\$23,926</p>