

Advancement & Retention Specialist

An Exciting New Opportunity

New Orleans Business Alliance is looking for exceptional candidates who are passionate and understand how instrumental economic development is to the quality of life for New Orleans residents. We problem-solve every day. We work hard to change narratives and realities. We have a lot of fun. And we'd like you to be part of this important work and amazing team!

New Orleans Business Alliance is looking to hire **Advancement & Retention Specialists**. The Advancement & Retention Specialists provide support to our network of workforce partners and businesses. These roles are critical to understanding the intricacies of retention and advancement of jobseekers in our network. The Specialists must also work to development and maintain positive relationships with employer partners. Through well-designed sector strategies led by the AVP Talent Development, this position delivers effective mechanisms to support the retention, promotion, career advancement and succession planning for local employers and jobseekers.

The Advancement & Retention Specialists work as part of the Talent and Workforce Development team. The Specialists will be responsible for supporting business engagement activities undertaken by the Talent team. The Specialists will also be tasked with supporting following up on the career advancement pathways for jobseekers associated Business Alliance affiliated programs.

The Advancement & Retention Specialists report to, and also perform other duties as assigned by, the Director of Employer Partnerships.

Essential Duties and Responsibilities:

- Maintain a consistent, persistent outreach process with partner employers to ensure all successful job placements are being followed up and fully document progression toward retention of 30, 60, 90 days, one year and beyond
- Cultivate positive, ongoing relationships with job development teams locally to ensures participants are engaging in scheduled daily and weekly outreach to assess job satisfaction, performance and sustainability of the job
- Provide consistent coaching to graduates and partner with Job Developer to make referrals for other support services as needed
- Immediately communicate with local Job Developers on potential retention risks with graduates
- Coordinate activities designed to help graduates retain their jobs and develop new skills to advance in their careers
- Partner with local Job Developers to achieve and exceed retention goals

- Maintain an efficient filing system in the department
- Maintain and update a detailed tracking system of electronic client data each week
- Maintain data-integrity
- Perform all other related duties as assigned

Qualifications and Job Requirements:

- High school diploma or equivalency is required; Bachelor's degree in Social Work preferred
- Four (4) years' experience working with economically disadvantaged adults with multi barriers to employment.
- Proven ability to build strong, positive relationships with local employers
- Demonstrated commitment to social change and ability to strategically think regarding issues related to shared prosperity and social justice
- Demonstrated experience in effectively promoting talent and workforce development programs to the community
- Excellent interpersonal skills and a personal commitment to equity
- Strong communication skills, written and oral, and experience presenting information and summary reports internally and to the public
- Proficiency in Microsoft Office applications (Outlook, PowerPoint, Excel, Word, etc.)
- Strong organizational skills and ability to handle multiple tasks and meet deadlines; manages competing interests and strong personalities
- Works comfortably in highly collaborative environment; team-oriented with ability to lead teams and gain consensus
- Self-starter and takes initiative
- Strong judgment and an understanding of when to escalate issues / problems, and to whom
- Motivated by challenges and opportunities with limited resources and budgets in a nonprofit environment
- Sense of humor
- Assiduousness
- Professional demeanor at all times; ability to act as a representative of NOLABA to the public

Physical and Mental Demands:

- While performing the duties of this job, the individual is regularly required to speak and hear
- Specific vision abilities required by this job include close vision and the ability to adjust focus
- Read and interpret data (emails, memos, letters)

- Ability to maintain visual attention and mental concentration for significant periods of time
- Ability to analyze and interpret data
- Ability to effectively communicate with superiors, peers and subordinates

Working Conditions:

- While performing the duties of this job, the individual is occasionally required to travel within the New Orleans area and nationally.
- This is a full-time position and hours of work and days are Monday through Friday 8:30am to 5:30pm. Occasional evening and weekend work may be required as job duties demand.

Notice:

- Applicants must be currently authorized to work in the United States for any employer.
- Salary Commensurate with Experience. Exceptional Benefits Package.

Application Process:

To apply for this position, send the following documents via email to Careers@nolaba.org:

- Resume
- Cover Letter

In your email, please note “*NOLABA Advancement Specialist*” in the subject line.

New Orleans Business Alliance is an Equal Opportunity Employer

New Orleans Business Alliance provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. New Orleans Business Alliance complies with applicable state and local laws governing non-discrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The Business Alliance expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Business Alliance employees to perform their expected job duties is absolutely not tolerated.

All New Orleans Business Alliance employees are subject to the Organization’s Public Records Policies and Procedures.