



**Job Posting
Employment Specialist
January 17th, 2018**

Jobs with Purpose

Eastern Carolina Vocational Center Inc. has an opening for an Employment Specialist in the PROGRAMS department. This position is primarily responsible for assisting persons with disabilities gain competitive employment and provides one-on-one training in community-based work settings.

Some of the Essential Duties and Responsibilities are:

- Developing and maintaining contact with employers within the local business community
- Meeting placement goals
- Evaluating individuals' progress
- Working with clients to develop professionalism to enter workforce
- Providing follow up support to clients
- Completing job analyses and skills assessments for clients
- May be required to work occasional evenings, holidays, and weekends

The selected candidate will possess:

- Effective interpersonal and communication skills
- Ability to interact professionally with all clients
- Excellent organizational skills
- Strong presentation skills
- Ability to understand verbal work orders and instructions
- Ability to create progress reports, record data, and create and submit other required documentation

Education and Experience

- Bachelor's degree preferred, Associate degree required
- 1-2 years experience required

Other Requirements

- Valid driver's license and safe driving record.

About ECVC

ECVC is one of the major manufacturing employers in Greenville, Pitt County, NC. With 3 locations in eastern NC, it operates manufacturing, packaging and distribution, recycling, janitorial, and retail businesses. Major customers include Federal and local government as well as local businesses and industry.

For consideration, please send resumes via fax to 252-830-1260, email: mbrewer@ecvcinc.com or mail to Attention: Personnel, ECVC, 2100 N. Greene Street, Greenville NC 27834. Open till filled.

800.758.4188
252.758.4188
FAX 252.830.1260

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