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LIGHTHOUSE JOB ANNOUNCEMENT

POSITION: **Employer Engagement Specialist**

REPORTS TO: **Director, Employment Services**

LightHouse for the Blind and Visually Impaired, headquartered in downtown San Francisco, is looking for a full-time Employer Engagement Specialist to fill a valued role in our growing organization.

**Role Overview:**

Act as an integral member of the Employment Immersion Team to substantially increase employment opportunities for the blind and visually impaired community through vigorous outreach to decision makers in the competitive job market. Advance placements through a potential client paid fee structure. Liaise with Human Resource professionals to expand their awareness knowledge of the blind and visually impaired community and promote employment services offered by The Lighthouse. Grow student referral base through outreach to colleges, universities and community-based organizations.

**Qualifications:**

* A minimum of 5 years of management in Full Cycle Recruiting
* Deep understanding of the best practices across the recruiting space, from tools, platforms, and systems to marketing tactics
* High customer service and relationship orientation and strong interpersonal and communication skills
* Proven ability to build lasting relationships with candidates and hiring managers
* Passionate about developing a positive candidate experience
* Self-motivated and trustworthy
* Work independently or with a team
* Know the blindness community – or if not, are fully prepared to research, get acquainted and interact

**Job Responsibilities:**

**Recruitment /Placement**

* Substantially increase the number of job seeker placements in the competitive job market. Increase revenues through a possible “double stream” of income (DOR fee for service and “The Employment Connection component.
* Act as an integral member of the Employment Services Team. Collaborate with Employment Specialists to identify selected students to market into targeted employers.
* Identify key decision makers in targeted employers Human Resource staff to serve as direct conduit for candidate c referral/consideration
* Identify existing job opportunities within targeted companies compatible with student job seekers goals. Promote “job carving” and “on the Job Training” opportunities with Human Resources staff and Hiring Managers
* Negotiate fee schedules with Employers based on prevailing industry standards
* Negotiate candidate salaries and benefits with students/employers
* Perform background and reference checks when indicated
* Create a pipeline of potential candidates. Source passive talent using LinkedIn, Indeed, Google,

 Glassdoor and other networking organizations

* Introduce job retention program to employers that will retain existing employee that are experiencing performance issue on their job. Facilitate employer training when indicated
* Implement internal Open House Job Fairs
* Collaborate with cross-functional teams to obtain their insight on marketing and recruiting practices.

**Student Generation**

Substantially increase the number of students participating in the Employment Services Program and “The Employment Connection” Develop new corporate and governmental relationships resources for student referrals outside the California Department of Rehabilitation. This may be in collaboration with the Communications Department and Employment Services Director.

* Responsible for outreach to new community service providers, schools, colleges and universities to encourage student referrals.
* Create campaigns in collaboration with the Communications Department to promote Employment Services and The Employment Connection” agency

**Skill Based Training Programs**

Substantially increase placements by creating a talent pool of qualified students. Under the guidance of the Employment Services Director, explore the suitability of developing one or more skill based training programs either directly or with a partnership.

* Identify job market trends to determine best training programs to increase student qualifications and marketability
* Encourage partnerships with companies to provide skill based training, apprenticeships and internships
* Source qualified instructors when indicated
* Develop training opportunities for selected students and/or partner with community service providers with existing training programs
* Promote qualified (and/or certified) talent to targeted employers.

**Employer Engagement**

Introduce Lighthouse Programs to corporations by contacting Human Resources departments, Diversity, Equity and Inclusion (DEI) hiring managersand educate HR on the benefit of hiring, promoting and retaining blind and visually impaired individuals.

* Responsible for contributing to diversity programs and initiatives to a wide variety of corporations
* Meet with high-level hiring managers or C-suite executives with the power to make agreements and form relationships
* Attend selected corporate conferences representing Lighthouse Employment Programs
* Other duties as assigned

**Who We Are:**

LightHouse has an audacious mission – to transform the lives of the 40,000 blind people in the greater Bay Area and beyond. We do this through tech design, disability advocacy, consultation, classes and community formation in San Francisco, our four satellite offices and Enchanted Hills Camp in Napa. We are a fun, fascinating, widely diverse, warm and friendly community. We work in downtown San Francisco in a 40,000 square foot state-of-the-art workspace renowned for its universal design, steps from Civic Center BART. LightHouse is working for nothing less than to change the future for blind people and the wider community.

Within a five-minute walk are the world headquarters for Twitter, Uber, Dolby, Zendesk and many other tech giants. Within three blocks are all of the principal building for Northern California’s federal, state and local government. Also in our neighborhood are many theaters, San Francisco Symphony and Opera, the Asian Art Museum and dozens of other key cultural anchors of the entire Bay Area.

The successful candidate will join a unique organization in which blind and sighted professionals work together at every level. Our governing Board of Directors, management and staff are all composed of roughly equal numbers of blind and sighted people, a parity unprecedented in our field.

Founded in 1902, LightHouse for the Blind and Visually Impaired provides skills, resources and community for the advancement of all individuals who are blind or have low vision. Our innovative programs have been featured in 60 Minutes, the New York Times, and the Wall Street Journal and beyond. The blind community comes to LightHouse to learn how to travel independently with a white cane, to rejoin the workforce, use accessible technology, and meet a community of mentors and peers. From unique tactile maps, to an unparalleled camp for blind campers, to a world prize for blind ambition, LightHouse offers programs unavailable elsewhere.

**Learn About Us:**

**LightHouse for the Blind and Visually Impaired**

**1155 Market Street, 10th Floor**

**San Francisco, CA 94103**

[**www.lighthouse-sf.org**](http://www.lighthouse-sf.org)

**Employee Benefits:**

The LightHouse offers a rich package of benefits, including medical, vision and dental insurance. Employees are eligible for an employer-matched 401(k) plan and subsidized health club membership, among many other perks.

**Compensation:**

Depending On Experience; industry competitive.

**How to Apply:**

Please submit a cover letter and résumé in word processing document attachments (no PDFs please) and employment application, to hr@lighthouse-sf.org, including the job title in the subject line. The full job description is available here: <http://lighthouse-sf.org/about/careers/>.