**LIGHTHOUSE FOR THE BLIND AND VISUALLY IMPAIRED**

**POSITION DESCRIPTION**

**Title:** Employer Relations Specialist

**Reports to:** Director, Employment Services

Full time Exempt

**Position Purpose**

Since 2011 the Lighthouse Employment Immersion Program has worked to secure, one-by-one more than 100 individual hires. Today the program is expanding and seeks to augment the historic rate of hiring by systematic relationship-building and employer outreach. This role is devoted to substantially increase hiring of Lighthouse’s blind and visually impaired jobseekers. The position’s success will be measured by the number and quality of employment outcomes obtained through vigorous outreach to key decisionmakers in the California competitive job market.

**DUTIES AND RESPONSIBILITIES**

**Employer Relations**

Introduce Lighthouse Employment Services Program to corporations by systematically contacting Human Resources departments, Diversity, Equity and Inclusion staff, Executive level and hiring managersand educate them on the benefit of hiring, promoting and retaining blind and visually impaired individuals.

* Create a comprehensive list and pipeline of targeted employer key hiring contacts based on future job market hiring trends and job market influencers
* Set up a contact management system to ensure that such key influencers are regularly touched in person, electronically and by Lighthouse communications
* Identify and regularly meet with high-level hiring managers and C-suite executives with the power to make agreements and form relationships
* Liaise with Human Resource professionals to expand their awareness and knowledge of the blind and visually impaired community and track subsequent hires.
* Promote Lighthouse Services as expert Consulting resource, emphasizing the development of Job Retention Plans for employers and DOR.
* Present to high-level corporate Diversity and Inclusion trainings and guide discussions to practical increases in hiring of blind job candidates in numbers.
* Promote Lighthouse consulting services to support the formation of in-house training and programs to increase corporate awareness and knowledge of how blind people can perform diverse jobs.
* Introduce Lighthouse Job Retention services to employers to support the retention of existing employees experiencing performance issues due to changing vision.
* At the direction of supervisor, attend selected corporate or community service provider conferences representing Lighthouse Employment Programs
* Other duties relevant to department goals as assigned

R**ecruitment/Student Placement**

Substantially increase the number of Lighthouse job seeker placements in the competitive job market.

 Collaborate with Employment Specialist to identify selected students to market to targeted employers

* Develop a database of key decisionmakers in targeted employers Human Resource staff and meet with them, developing a direct conduit for candidate referral/consideration
* Identify existing and new job opportunities within targeted companies compatible with student job seekers goals to augment Employment Specialists efforts
* Work with employers to source a broad range of job opportunities including full, part time and contract positions, internships and apprenticeships
* Promote “job carving” and “on the Job Training” opportunities with Human Resources staff and Hiring Managers
* Collaborate with Youth Employment Services department to identify short term work experience opportunities
* Participate in occasional Virtual Training Program presentations at the direction of supervisor while not interfering with the principal employer-facing nature of this position.
* Implement new Lighthouse Open House Job Fairs
* Support employer-facing campaigns by collaborating with Communications Department.
* Other duties relevant to department goals as assigned

**Skills and Qualifications:**

* A passion to represent the blind and visually impaired community in a positive and competent manner
* A minimum of 5 years of experience in business development or social services
* Strong knowledge of Human Resources and Recruitment processes
* High customer service and relationship orientation and strong interpersonal and communication skills
* Proven ability to build lasting relationships with candidates and hiring managers
* Energetic self-motivated, self-starter
* Experience working independently or with a team
* Have exceptional planning and organization skills, ability to manage multiple assignments simultaneously
* Ability to *manage confidential information per Lighthouse policies*
* Intermediate computer software skills
* Bachelor’s degree preferred
* Experience working in the disabled community a plus