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JVS—JOIN US TO HELP OUR COMMUNITY!

JVS Los Angeles offers hope and opportunity to our diverse community through job training, education and expert career guidance, transforming lives and empowering individuals to achieve dignity and independence.

Rapid Response Asst. Coordinator

Job Description and Duties:

Provide assistance to the Rapid Response Coordinator with the daily operations of the Rapid Response Program to assure successful implementation of the program. Conduct on-going research of local businesses to compile information list of businesses that are planning to close, downsize, or conduct employee lay-offs. Assist in the development and implementation of targeted business outreach and marketing plan based on research information. Make outreach calls and /or visits to businesses for participation in the program. Develop, maintain and update business and program performance database. Assist in the preparation of all required performance progress reports to the JVS corporate office and funding source.

Qualifications and Position Requirements:

Position requires high level of customer service, sales and communication skills. Must be a self-starter, work efficiently and have the ability to multi-task. Must be internet savvy and be proficient in Microsoft office products including Word and Excel. Must have the ability to be resourcefulness. Ability to work within time constraints. Position requires high level of customer service, sales and communication skills. Must be a self-starter, work efficiently and have the ability to multi-task. Must be internet savvy and be proficient in Microsoft office products including Word and Excel. Must have the ability to be resourcefulness. Ability to work within time constraints.

EOE, good benefits

Please send your resume to HR@jvsla.org

Put on subject line: JVS/RRAC