

**OAI Headquarters**

180 N Wabash Ave. Suite 750 - Chicago, IL 60601  
P: 312.528.3500 F: 312.528.3501

**OAI Chicago Southland**

214 Forest Blvd. - Park Forest, IL 60466  
P: 708.283.5020 F: 708.283.5004

## JOB DESCRIPTION

**Position Title:** Business Account Executive - PEET

**Position Category:** Non-Exempt

**Department:** Pre-Employment Education and Training

**Reports to:** Program Director, PEET

**Job Summary:**

Expand OAI's presence with Chicago area environmental employers, identify and secure jobs for OAI trainees including low-income individuals with multiple barriers to employment, and interact with staff regarding recruitment and training needs.

**Responsibilities:**

- Assists with assessment of employer workforce needs and with the development and implementation of plans to address those needs.
- Coordinates with members of the PEET department to recruit, solicit and develop personal relationships with potential employers, professional organizations and partner agencies.
- Meets or exceeds the job placement benchmarks of OAI job training grants.
- Maintains employer linkages through efficient, timely service and regular communication; provides feedback from employers and ensures workforce needs and retention goals are being met.
- Follows up on job seeker progress and ensures client companies' workforce needs are being met.
- Maintain database of employer and industry contacts and interactions.
- Organizes Employer Forums, Employer Advisory Boards and other Employer events as needed.
- Exhibits at Job Fairs and Workshops to promote OAI program trainees.
- Coordinates scheduling of interviews with job seekers and employers. Periodically accompanies job seekers on scheduled interviews.
- Working in conjunction with classroom trainers, conducts trainee workshops and/or other training related to job interviewing, department, resume writing, and other job preparation matters.
- Schedules meetings with instructors and program staff to determine class readiness/appropriate employment matches.
- Works with recruiters and training departments to ensure clients being recruited are good matches for training programs.
- Creates job development marketing materials targeted at employers, with input and ultimate approval of affected program directors and managers.
- Assists with the development of other marketing and PR materials and initiatives as needed.
- Produces regular project status reports.
- Enters trainee employment and retention data in data management system.
- Contributes to NIEHS progress and final report narrative writing and data gathering.
- Other duties as assigned.

**Required Qualifications:**

- Four-year undergraduate degree preferred, with 2-3 years of experience in workforce development preferred.
- Motivated self-starter
- Socially conscious with ability to work with diverse populations.
- Organized, confident, articulate public speaker, team player, detail-oriented.
- Demonstrated ability to successfully develop work opportunities and place individuals in jobs or demonstrated success in transferable skill area.
- Demonstrated ability to work with minimal supervision and to produce timely written reports.
- Marketing, sales, H.R., community outreach experience valuable.
- Bilingual Spanish-English a plus.
- Must have automotive transportation for reimbursable local job-related travel.