

## OAI JOB OPENING

**Position Title:** Business Account Executive  
**Position Category** *(Full time, non-exempt)*  
**Department:** OAI Chicago Southland  
**Location:** 208 Forest Blvd. Park Forest, IL  
**Flexible Hybrid:** work from home/Park Forest Office/in community  
**Reports to:** Program Manager, OAI Chicago Southland  
**Oversees:** n/a  
**Salary:** \$45-52K per year

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### Who Are We?

As a premier workforce education, training, and development organization, OAI's mission is pretty simple: to improve lives. We do that through offering training that leads to safe, meaningful employment while helping companies and communities to thrive. Our commitment to Diversity, Racial Equity and Inclusion means you will be joining a very diverse and dynamic team of professionals who are enthusiastically dedicated to our mission. Big thinkers, strategists, problem solvers, caring fun-lovers ... OAI is a place that encourages innovative thinking and values flexibility and work-life balance. Our hard-working team is supportive and collaborative and all share a common desire to help our fellow citizens live better, safer lives. We're a growing non-profit and we're looking for people to grow with us!

### Who Are You?

You're a relationship builder, mentor, and networker. You love working with other people and making connections to help others thrive. You are committed to community growth and being part of that change. If this is you, we need you to join our team!

The Business Account Executive (BAE) at our OAI Chicago Southland Office, expands OAI's presence with Chicago Southland industrial, TDL, healthcare, and other growth industry employers. The BAE coordinates activities related to employment and retention of students including soliciting employer engagement, identifying and securing jobs for OAI trainees, facilitating alumni activities, tracking employment data, and working with the entire team toward our trainees' success.

### Why OAI?

Remember when we said at the top that we value work-life balance? That's legit; OAI's pay and benefits are generous! Benefits include:

- BCBS medical and dental insurance
- VSP vision
- Short- and long-term disability insurance
- Professional development opportunities
- Seven paid holidays plus we are closed between Christmas Eve and New Year's Day
- Hybrid office setting
- Paid time off
- Weekly mental health time off
- Monthly Internet/phone reimbursement
- 401k Plan with match

- Excellent technology and IT support
- Employee Assistance Network

OAI provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, disability or genetics.

## **How to Apply?**

To apply, submit cover letter describing your interest and experience along with your resume to [oihr@oiinc.org](mailto:oihr@oiinc.org)

## **Key areas of responsibility:**

### **Employer Engagement**

- Coordinates with the OAI Chicago Southland Employer Engagement Contractor to recruit, solicit and develop personal relationships with potential employers, professional organizations and partner agencies.
- Maintains employer linkages through efficient, timely service and regular communication; provides feedback from employers and ensures workforce needs and retention goals are being met.
- Assists with assessment of employer workforce needs and with the development and implementation of plans to address those needs.
- Organizes Employer Forums, Employer Advisory Boards and other Employer events as needed.
- Creates job development marketing materials targeted at employers, with input and ultimate approval of affected program directors and managers.

### **Direct Job Placement**

- Coordinates scheduling of interviews with job seekers and employers. Periodically accompanies job seekers on scheduled interviews.
- Meets or exceeds the job placement benchmarks of OAI job training grants.
- Works with recruiters and training departments to ensure clients being recruited are good matches for training programs.
- Follows up on job seeker progress and ensures client companies' workforce needs are being met.
- Organizes Hiring events and exhibits at Job Fairs to promote OAI program trainees.

### **Impact and Data Management**

- Maintain database of employer and industry contacts and interactions.
- Maintains contact with trainees after program completion and enters trainee employment and retention data in data management system.
- Produces regular project status reports.
- Contributes to progress report writing and data gathering

### **Outreach/Training activities**

- 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.

### **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.
- Knowledge of local and economic and labor market conditions and trends
- 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.
- Must have automotive transportation for reimbursable local job-related travel. Valid driver's license and auto insurance required
- Flexible hybrid position with high level of off-site community and employer engagement meetings

### **Equal Opportunity:**

Diverse candidates are encouraged to apply.