



Building Better Futures

Workshop Facilitator- Milwaukee, WI

JOB CODE: WW001

Schedule: Full Time

Work Status: Regular-Hourly

Salary: \$15.74 - \$19.67, based on experience

Location: 2701 Chase Avenue, Milwaukee, WI 53207

We Invite You to Join UMOS' Diverse & Dedicated Team

Earn up to \$3,000 in incentive pay during your first year of employment!

Are you a motivated, results-oriented candidate seeking to put your talents, skills, and experience to work as part of a mission-driven, customer-focused organization? If so, we invite you to join UMOS' diverse and dedicated team of over 1,000 professionals making a positive difference across more than 60 offices in seven states. Whether you are passionate about facilitating early childhood development; providing training and career planning for a parent; aiding a farmworker in accessing basic needs and new opportunities; educating at-risk individuals in HIV prevention; or supporting those fleeing domestic violence or human trafficking, UMOS is the place where you can fulfill your passion for helping families, businesses, and communities build better futures.

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Benefits

To support its team members, UMOS offers highly competitive compensation as well as a benefits package including:

- Paid time off that increases over your years of service
- 12 paid holidays annually
- A robust range of insurance covering health, dental, vision, life, short- and long-term disability, and accidental death & dismemberment
- The options are to establish either a Health Savings Account or Flexible Spending Account, which can be used to cover deductibles, prescriptions, and other healthcare expenses
- A variety of support services to promote well-being through the employee assistance program
- Retirement plan options, including 401(k) and Roth IRA, allowing you to make pre-tax or after-tax contributions. For those participating in the 401(k) Retirement Plan, UMOS annually contributes at least 3% of employees' eligible compensation

Diversity & Equal Opportunity

UMOS is proud to be an Equal Opportunity Employer, and encourages qualified candidates of all backgrounds to apply, irrespective of race, ethnicity, color, religion, sex, national origin, sexual orientation, marital status, disability, age, parental status, and military service, or any other status protected by federal, state, or local law. In fact, 78% of senior management positions are held by people of color and women.

Do you take pride improving the job readiness and employment preparation that lead to job placement of the individuals we serve? If so, we have an outstanding opportunity available!

The Workshop Facilitator is responsible for developing, facilitating, and coordinating job readiness workshops to all Wisconsin Works (W-2) eligible participants in person and virtually. This position administers job readiness questionnaires, assists with resume development, engages program participants in work activities, tracks attendance, enters detailed case comments into state data system(s), and assists in coordinating Employment Services events.

Primary Responsibilities:

1. Responsible for the development, implementation and presentation of workshop curricula.
2. Master workshop content and facilitate dynamic workshops to individuals and groups of various sizes.
3. Facilitate workshops in person and virtually via online media platforms.
4. Conduct pre-employment training programs for participants with a focus on job seeking skills, positive work habits and retaining employment.
5. Assist workshop participants in developing job search strategies, employment goals and action steps to achieve those goals.
6. Provide one-on-one assistance with focus on resume development, interviewing skills, workplace conduct and professionalism.
7. Complete job readiness screening with participants using WWP state system and documenting detailed case comments timely.
8. Develop teaching aids, including training handbooks, demonstration models, multimedia visual aids, computer tutorials and role play interviews.
9. Develop and utilize tools to measure participant progress and monitor the effectiveness of training sessions.
10. Maintain accurate workshop data, including attendance, evaluations and other reporting data elements; prepare documents for scanning into electronic case file (ECF) system.
11. Identify barriers to participation, refer participants back to Financial and Employment Planner (case manager), maintain confidentiality of participant information, and comply with government and agency regulations and program standard operating procedures.

Qualifications:

1. Minimum of a High School Diploma (or equivalent) supplemented by either one year of post-secondary education, or equivalent related training.
2. Minimum two years' work experience with adults in a learning environment, social services, or related field.
3. Ability to recognize learning styles and able to adapt facilitation accordingly.
4. Able to work with confidential information and have a basic understanding of customer service practices.
5. Demonstrated organizational skills and strong attention to detail in data tracking and entry.
6. Ability to communicate effectively with all levels of staff and management in writing and verbally.
7. Bilingual in English and one or more languages/Spanish, Burmese, Rohingya, Somali, Karen; verbal and written is preferred.
8. Knowledge and experience in current Microsoft Office Suite/Office 365, including Word, Excel, and Outlook with demonstrated ability to type minimum of 40 words per minute.
9. Demonstrated organizational and time management skills with the ability to perform comfortably in a fast-paced, deadline-oriented work environment, and ability to successfully execute multiple projects at one time.
10. Must be able to travel and work irregular hours.

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UMOS is an equal opportunity Affirmative Action employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.