



Alliance For Workforce Development, Inc.
Providing pathways to success

NOW HIRING



JOIN OUR TEAM

Multiple Positions in CHESTER, CA

DATA ENTRY CLERK

Full Time | \$15 - \$18.23/hr DOE | Plus applicable benefits

Provides timely and accurate data entry to software and tracking systems, generates reports as requested and conducts client/worksite follow up.

RECEPTIONIST

Full Time | \$16.45 - \$20/hr DOE | Plus applicable benefits

Provides general clerical support for staff, answers inbound calls, greets clients, data entry, answers general questions regarding the operation and services of AFWD and processes referrals to partners agencies.

CAREER CENTER ADVISOR

Full Time | \$19 - \$23.15/hr DOE | Plus applicable benefits

Career Center Advisor's provide case management assisting clients towards self-sufficiency including support in education, training and employment. Conducts intakes and enrollments into applicable programs, delivers guidance into occupations and training activities.

BUSINESS SERVICE REPRESENTATIVE

Full Time | \$24 - \$29.17/hr DOE | Plus applicable benefits

Business Service Rep's work directly with local employers and community partners to create workforce training opportunities for job seekers, coordinates hiring events, provides recruitment assistance and acts as a primary labor and HR resource.

FOR MORE INFO & TO APPLY VISIT: www.afwdcareers.com

Recruitments close Nov. 5th, 2021 - or when filled.
AFWD is an equal opportunity employer/program

A proud partner of America's Job Center of CaliforniaSM network.

America's Job Center
of CaliforniaSM