

Sharon Schuyler 2012-2013

Scope of Work

1. Provide services to local businesses including the following: assistance with hiring, posting of positions; labor market information; tax credits; and on the job training
2. Represent the Alameda One Stop Career Center in the business community through participation in chamber of commerce / business associations
3. Coordinate annual COA job fair to include employer outreach; logistics; and registration of jobseekers
4. Register new employers and all business activities in EBW Online system
5. Attend all relevant ACWIB/ Eastbay Works meetings and trainings
6. Assist with linking Alameda jobseekers to employment