

## EMPLOYER INFORMATION

### COMPANY NAME

Community Council of Idaho  
2100 Alan St. Suite 2, Idaho Falls  
(208) 252-2083

### EMPLOYMENT OPPORTUNITY CONTACT PERSON

Email Betty Soliz at [vsoliz@ccimail.org](mailto:vsoliz@ccimail.org)

## POSITION INFORMATION

### POSITION NAME

Workforce Consultant (Employment & Training)

The E&T - Workforce Consultant position helps individuals achieve employment and training goals by assessing eligibility, enrolling clients in workforce programs, and connecting them with job opportunities and community resources. The role works closely with employers, recruits participants, monitors training progress, and maintains accurate client records and reports. Candidates must be bilingual in English and Spanish, have workforce preparation experience, and be able to provide professional guidance and support to clients

### MINIMUM QUALIFICATIONS

#### Required

- High School Diploma or GED
- Six months to one-year experience in workforce preparation
- Ability to read, speak, and write in both English/Spanish in a business setting.
- Ability to operate standard office equipment and be proficient in Microsoft Office applications.
- Current driver's license and proof of auto insurance
- Must pass a background check.

#### Preferred

- Associate degree in social services, counseling, or related field
- Negotiation and mediation skills

### SALARY/ WAGE RANGE

\$20.90/ hour

### EMPLOYMENT TYPE

Full-Time

### CLOSING DATE

09/30/2026

## APPLICATION INFORMATION

## **APPLICATION INSTRUCTIONS**

Click the following link:

<https://www.paycomonline.net/v4/ats/web.php/portal/2320EFF4A67F4483446063C86F25938E/jobs/205392>

## **ADDITIONAL INFORMATION**

None