Job Developer

Department/Program: YouthSource Center
Reports To: YouthSource Center Program Director
Revised: June 2020
FLSA Status: Nonexempt

Job Summary:
The primary responsibility of the Job Developer is to identify, develop, create and place 14-24 year old enrollees into mainstreaming, internship, job shadowing, practicum, apprenticeship, entry-level and sustained employment and entrepreneurial opportunities (Stepwise Employment Experiences) with emphasis on 18-24 year old opportunity and disconnected youth in South Los Angeles County. Working with successful graduates of the Self Actualization and Jr. Executive Workshop Readiness Program the Job Developer will establish partnerships with employers, entrepreneurs, workforce development and training institutions, institutions of higher learning, trade technical training institutions, and similarly situated entities to identify, develop and create a large volume of stepwise employment opportunities in which to place graduates and help them achieve their individual sustained employment plans as well as the desired outcomes established in their individual-specific youth development plans. Ultimately the Job Developer’s goal is to ensure that young people are placed in sustained, living-wage employment

Supervisory Responsibilities:
- This position has no direct supervisory responsibilities.

Duties/Responsibilities:
- Ensure businesses, employers and workforce development partners understand the YouthSource Center workforce development model and strategic plan detailing what success looks like for program graduates and forge strategic partnerships that lead to stepwise employment opportunities and employment of program participants upon graduation
- Working with employers and workforce development partners to create, develop and implement stepwise employment opportunities that facilitate sustained success in the workplace for program graduates immediately and throughout their lifetime
- Working with entry-level and living-wage employers to develop and implement an employment pipeline for program graduates which will allow them to seamlessly transition through the various stepwise employment experience phases and secure and sustain a living-wage career
- Securing internships and job shadowing opportunities with employers and workforce development partners designed to help young people transition through the stepwise employment experience phases
- Identifying job leads and aligning participants to the appropriate leads. Negotiating and creating transitional and permanent employment opportunities with employers
- Matching applicant qualifications with employer’s needs and referring qualified applicants to employers. Recording and evaluating applicant experience, education, training, and skills to ensure a proper fit
- Reviewing employment applications and job orders to match applicants with job requirements
- Securing agreements and Memorandums of Understanding with partnering employers
- Maintaining records of applicants not selected for employment, developing contingent strategies to support said applicants and creating support plans with Case Managers.
- Assisting youth in securing employment
- Developing and maintaining a database and statistics specifically related to participant progress through the stepwise employment experience phases as required by our funding partners and delineated in our Workforce Development Evaluation and Learning Protocol
- Participating in staff meetings, supervision, training programs and other meetings as required
- Working closely with the case management staff, Workforce Development Instructor, Job Liaison, College and Career Counselor and Pupil Services and Attendance Administrator to ensure open communication and interaction in order to meet customer satisfaction and job placement goals
- Working with the Job Liaison and Workforce Development Instructor to ensure sustained employment and transition to living-wage employment for program graduates
- Assisting the Job Placement Liaison, as appropriate, in monitoring job placements and collecting data in accordance with the Workforce Development Evaluation and Learning Protocol to ensure program graduates achieve success in employment placement and career objectives
- Assist the Workforce Development Instructor and Job Placement Liaison, as appropriate, to facilitate and provide pre-employment and post-employment workshops and professional development opportunities
- Perform other related work as required

**Required Skills/Abilities:**
- Self-starter, organized and detail-oriented
- Ability to work effectively as a team member
- Ability to communicate openly and effectively with all staff
- Strong problem-solving ability, organizational skills and deadline-driven
- Patience with hard to learn, hard to teach individuals

**Education and Experience:**
- Bachelor degree in Social Sciences or similar field (MSW preferred)
- At least five years of paid experience in workforce development, case management/career counseling, and /or recruiting and at least two years of paid experience in job development
- Knowledge of principles and processes for providing outstanding customer service
- Strong knowledge of recruiting, interviewing, selecting, hiring
- Experience facilitating workshops
- Proficient in Microsoft Office (Word, Excel, Access, PowerPoint)
- Bilingual/Spanish a plus
- Must have a valid driver license and clean driving record

**Physical Requirements:**
- Must be physically able to operate a variety of equipment including computers, projectors, scanners, copiers, facsimile machines, calculators, etc.
- Must be physically able to operate a motor vehicle
• Must be able to exert up to 20 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body

• Light Work usually requires walking or standing to a significant degree

• **Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants

• **Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, applications, etc. Requires the ability to prepare correspondence, reports, presentations, requisitions, forms, evaluations, budgets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence

• **Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables

• **Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English

• **Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide

• Must be available to work Monday, Wednesday and Friday 9:00am – 6:00pm, Tuesday or Thursday 11:00am – 8:00pm and One Saturday a month 9:00am – 1:00pm