

## **Job description**

### **Overview**

We are seeking a dedicated and passionate Job Developer to join our team. The ideal candidate will have a background in workforce development, recruitment, and networking. The Job Developer will create job opportunities for individuals, particularly those with barriers to employment. They will act as a bridge between job seekers and employers, helping to match qualified candidates with suitable job openings. The Job Developer will provide individual support, guidance and career counseling, job placement assistance, and employer networking and recruiting to ensure participants can successfully gain and retain employment.

### **Job Summary:**

The Job Developer is responsible for identifying, developing, and maintaining relationships with employers to create job opportunities for job seekers. The Job Developer collaborates with employment specialists, vocational counselors, and other professionals to place individuals in suitable positions, particularly those facing employment barriers.

### **Key Responsibilities:**

#### **1. Employer Outreach and Relationship Building:**

- Develop and maintain strong relationships with local businesses and employers to create job opportunities.
- Identify potential employers through networking, cold calling, and attending industry events.
- Educate employers about the benefits of hiring participants within our program, including tax incentives, credentials, and other support services.

#### **2. Job Development and Placement:**

- Work closely with instructors and case managers to understand the skills, qualifications, and employment goals of job seekers.
- Identify and create job opportunities that align with the skills and interests of job seekers and credentials of the program.
- Match job seekers with suitable job openings and coordinate interviews between employers and candidates.
- Provide support and guidance to job seekers during the application and interview process.

#### **3. Employer Support and Follow-Up:**

- Offer ongoing support to employers after job placements to ensure successful integration of job seekers into the workplace.

- Address any concerns or issues that arise between employers and job seekers to promote job retention.
- Act as a liaison between the employer and job seeker to facilitate communication and resolve workplace challenges.

#### **4. Market Research and Analysis:**

- Conduct market research to identify industry trends, labor market demands, and emerging job opportunities.
- Analyze employer needs and job descriptions and requirements that align with job seekers' skills.
- Monitor the local job market to identify new employment opportunities and trends that could benefit job seekers.

#### **5. Collaboration and Networking:**

- Collaborate with vocational counselors, job coaches, and other professionals to develop comprehensive employment plans for job seekers.
- Participate in community events, job fairs, and industry meetings to build a network of employer contacts.
- Advocate for job seekers' needs and promote their strengths to potential employers.

#### **6. Documentation and Reporting:**

- Maintain detailed records of employer contacts, job placements, and follow-up activities.
- Prepare reports on job development activities, employment outcomes, and employer satisfaction.
- Ensure compliance with all relevant policies and procedures, including those related to confidentiality and non-discrimination.

#### **7. Training and Workshops:**

- Develop and deliver workshops and training sessions for job seekers on topics such as resume writing, interview skills, and job search strategies.
- Provide training to employers on working with diverse populations, including individuals with disabilities or those with other barriers to employment.

#### **Qualifications:**

**Education:** A bachelor's degree in human services, business administration, marketing, or a related field is preferred.

**Skills:**

- Strong networking and relationship-building skills.
- Excellent communication and interpersonal skills.
- Ability to analyze labor market trends and identify job opportunities.
- Persuasive and confident in promoting job seekers to potential employers.
- Problem-solving and negotiation abilities.

**Working Conditions:**

The role may require significant time spent in the community, meeting with employers and attending events.

The job developer may work with a diverse range of job seekers, requiring adaptability and cultural sensitivity.