

Youth Co-Op Inc.

Job Description

Job Title	Salary Range
Job Developer	
Classification	Location
Exempt	
<p>Description Job Developer is responsible for developing relationships with employers to identify job opportunities for program participants. Matches clients with job orders and provides them with job coaching and counseling. Provides Career Laddering services to qualified clients.</p>	
<p>Duties And Responsibilities</p>	
Identifies and develops a list of interested employers willing to participate in refugee employment programs for employment opportunities and career laddering clients.	
Establishes and maintains relationship with employers in the community.	
Works closely with the Employment Specialist and program staff to place clients.	
Collaborates closely with Employment Specialist and staff to report placement data.	
Organizes and collaborates with Employment Specialist and program staff to recruit refugees and entrants and eligible Career Laddering clients	
Develops on-the-job training (OJT) agreements with employers.	
Attends training opportunities that will enhance job related skills and program-specific training.	
Participates in business, community and trade organizations that promote workforce and economic development.	
Conducts follow-up services and documents placement and retention in case file.	
Conducts a survey and report on local employment market conditions every six months.	
Develops and maintains a client population profile summarizing data for each Quarterly Progress Report.	
Performs other job-related duties as assigned.	
<p>Education and Experience Required for Position</p>	
Bachelor Degree from an accredited institution in Human Services field; professional experience in public relations, commercial sales, and/or a work history involving successful job development for skilled/professional clients. At least to two years of experience in a related field may be substituted for the required education on a year-for-year basis. Experience in working with refugee/foreign born population preferred. Ability to provide services in culturally and linguistically appropriate manner desired.	
<p>Qualifications</p>	
Excellent interpersonal and communication skills.	
Strong organizational skills	
Computer knowledge including Microsoft Word and Excel.	
<p>Language Skills</p>	
Fluent English. Bilingual English/Creole or Spanish preferred but not required.	