

Job Developer

Generic job description to be adapted to local circumstances

Program summary

Youthbuild is a program that involves unemployed young adults in building affordable housing in their communities. It gives youth, ages 16–24, skills in the construction trades coupled with academic training that will lead to a GED. This comprehensive program also includes counseling, peer support groups, driver's license education, extracurricular activities and job placement. Another central element is the building of youth leadership skills through leadership training, program decision making and involvement in community issues.

Central role

The job developer networks in the private and public sectors to develop career-building opportunities for Youthbuild students

Responsibilities

- Develop and maintain partnerships in the public and private sectors that will provide career opportunities that are aligned with Youthbuild students' interests and goals
- Assist Youthbuild staff members and students to identify and schedule career-related guest speakers, site visits, job shadow experiences, and informational interviews
- Participate in facilitation of job club
- Develop and oversee an internship program for students
- Interview students relative to placements being sought
- Meet with trainees at regular intervals to learn their job and career goals or immediate needs
- Plan and organize job search skills workshops including interviewing, resume preparation, and other skills

- Work with director and board in marketing the program to potential employers. This will include developing and making presentations about Youthbuild.
- Ensure trainees are prepared before going to job interviews, and conduct follow-up assessments.
- Connect trainees with viable job opportunities
- Work closely with employers of students to maximize student employment retention and success
- Provide evaluation, conciliation, and mediation between employer and employee post job placement
- Network in the public and private sectors to promote awareness and enhance the reputation of the Youthbuild program
- Work as a staff member of the student services team
- Contribute to Youthbuild program refinements in ways that meet employers needs and expectations
- Other duties as assigned

Schedule

This is a full-time position.

Reporting

This position reports to the Youthbuild program director.

Requirements

- Job development and placement experience
- Excellent written and verbal communication skills
- Strong presentation skills
- Understanding of the apprenticeship system in the construction trades
- Comfort in diverse business and corporate settings
- Excellent attention to detail and follow-through
- High energy and motivation to help young people succeed

continued

Qualifications

1. Bachelor's degree in the social sciences, business, or related field, or equivalent experience.
2. At least three years experience in job development and placement.
3. Knowledge of construction industry, and major private and public employers in the area.
4. Strong interpersonal skills.
5. Excellent communication skills and ability to persuasively present program and trainees.

6. Ability to establish rapport and relate sensitively to a multiracial and multicultural group of young people.
7. Experience in planning and conducting training sessions or workshops.

Salary and benefits

Vary depending on location.