St. Nicks Alliance is a nonprofit, nonsectarian community-based organization founded in 1975 with the mission to serve as a catalyst to improve the quality of life of residents in North Brooklyn communities through its work in five main areas: housing, healthcare, workforce development, economic development, and youth and education. St. Nicks Alliance’s Workforce Development division provides comprehensive workforce services leading to employment and a career ladder for unemployed and under-employed community residents.

JOBSUMMARY:

St. Nicks Alliance seeks a successful candidate to support its newly awarded YouthBuild Program in collaboration with the Department of Labor (DOL). The YouthBuild Job Developer will be responsible for developing and building capacity/partnerships with potential employers in the Construction, and Healthcare fields.

The goal of this role is to build employment opportunities and successfully match graduates of YouthBuild’s Construction and Construction Plus (Healthcare) cohorts with employers in the Construction, healthcare, and other related fields.

The candidate will also be responsible for developing job readiness skills and a career plan for all participants. This candidate must have a strong understanding of the local labor market trends and issues; understand basic business practices and carry out assignments and projects without detailed instruction. Prior experience developing opportunities in construction or healthcare is highly preferred. The job developer will support and place 42 young adults annually. Candidate must be able to report to the office Full-Time 5-days a week to support the YouthBuild Program and Adult Education In-Person program.

DUTIES:

- Establish strong relationships with Construction and Healthcare industry associations and employers to develop sector related job opportunities for constituents of YouthBuild Program
- Coordinate on-site recruitment events for graduating Construction and Healthcare
cohort on or prior to graduation.

- Schedule frequent employer visits with hiring managers to promote community engagement and hiring St. Nick’s Alliance’s YouthBuild graduates.
- Stay engaged with both employer and job seeker to ensure successful 85% or higher placement and strive toward 100% retention of all placed within their sector of training.
- Proactive planning and troubleshooting to ensure job seeker commitment to attend employer interviews on-time and to show up on-time to work once placed.
- Collaborate across YouthBuild and Employment Teams
- Help facilitate Job Readiness workshops including Resume Development, Mock Interviews, career path development and promote skills for success.
- Ensure that all participants develop and complete a resume during job readiness training.
- Throughout the training, inform participants of potential employers, job opportunities and career path opportunities including trade union opportunities.
- Provide participant support during technical training classes as assigned by the YouthBuild Program Director.
- Coordinate on-site and off-site employer partnership, guest speaker, and worksite visit presentations to cohort during training and at graduation.
- Promote participants to sector employers in advance of graduation.
- Meet or exceed annual placement and retention outcomes based on contractual goals. (Annual Training goal is 42 participants)
- Strive to place 63 participants within 3 months of graduation, and ensure 50 will have placement 9-12 months post-graduation.
- Develop and expand employer relationships and opportunities with quality employers with a focus on employers who can hire candidates and offer living wage opportunities and promotion/career growth.
- Take the lead on collecting outstanding placement and retention documents (i.e. paystub and employment verification).
- Work closely with YouthBuild’s staff & and other workforce staff to ensure that all employer needs are fulfilled by St Nicks Workforce.
- Deliver oral presentations as requested to program participants and to employers/industry associations.
- Real time data entry and milestone tracking in St. Nicks Alliance ETO Database.
- Follow department calendaring procedure to ensure coverage, support, and collaboration.
- Perform other duties as assigned.

Annual Salary: $60K - $65K
How to apply: Please submit a thoughtful cover letter and resume to snaworkforcehr@stnicksalliance.org with YouthBuild Job Developer in the subject line. Visit www.stnicksalliance.org to learn more about the organization. Please no phone calls.