JOB DESCRIPTION:

JOB TITLE: Job Developer - Skills Training
REPORTS TO: DEPUTY DIRECTOR OF SKILLS TRAINING

The Job Developer is primarily responsible for developing and building capacity/partnerships with potential employers for the graduates of our skills training programs. In addition, they must understand the local labor market trends and issues; understand basic business practices and carry out assignments and projects without detailed instruction. He/she will work with the Skills Training providers to ensure that the training remains viable for participants and potential employers. He/she will support project staff efforts in recruitment, retention, program orientation, job readiness facilitation, education, and skills training. The Job Developer will monitor the progress of participants through skills training, placement and retention. He/she will work with project staff to identify and address problems/barriers to successful outcomes for our participants. The Job Developer is an invested and transformational individual who can inspire, motivate and guide people towards positive employment outcomes. This is an in person role and requires onsite presence M-F at our Workforce Development Center, Training sites and at employer meetings and hiring events.

DUTIES INCLUDE:

- Develop relationships with diverse employers in the following Skills Training sectors: HVAC and Urban Greenscaping in order to provide every graduate with an employment opportunity prior to class graduations
- Work diligently with the Skills Training team and program participants to ensure that all trainees have completed (and updated) resumes and that they are ready to interview and receive employment opportunities prior to program completion
- Ensure that a minimum of 85% of program completers are placed into employment within a month of program completion
- Responsible for developing 15-30 placement opportunities in the HVAC sector and 15 placement opportunities in the Urban Greenscaping sector, annually
- Ensure that all candidates placed are on track to all retention milestones including (but not limited to) one year retention
- Responsible for a retention caseload of up to 45 participants annually within the HVAC and Urban Greenscaping sectors and an additional retention caseload of up to 50-75 participants annually within the Construction and Environmental Remediation sectors.
- Support program recruitment efforts across all skills training sectors (Construction, HVAC, Urban Greenscaping and Environmental Remediation) by helping the team to develop partnerships with local community organizations, high schools, etc with the intent of ensuring that all classes are filled with up to 25 vetted and dedicated participants before trainings begin
- Conduct one-on-one interviews, assessing participants education and work history, need for support services, career preferences and barriers to employment
- Work collaboratively with students to develop a Career Plan before program graduation
- Work with the Skills Training team to ensure your incorporation into soft skills facilitation sessions with each incoming class
- Support the Skills Training Account Manager as needed with Construction and Environmental Remediation employment opportunities
- Assist the Skills Training team with the set up and roll-out of monthly alumni events to further engage former participants
- Support skills training team in conducting weekly program information sessions
- Participate in case conferences with the Skills Training team to review applicants and select appropriate candidates for interviews
- Provide career coaching to 45 participants annually while they are enrolled in all phases of the program: training, job search, and post placement. Coaching should focus on strategies to help students improve their income and advance in their careers
- Work closely with work sites to ensure participant progress and growth opportunities
- Secure documentation verifying employment, i.e. paystubs as required and enter all employment information into the ETO (Employment to Outcomes) system
- Ensure that case notes are entered into the ETO (Employment to Outcomes) system after any/all alumni interaction
- Assist the Skills Training team with monitoring Skills Training sessions as they occur with each incoming class
- Monitor, document and follow up on students attendance throughout the program
- Maintain good organizational and time management skills in order to ensure completion of all tasks
- Timely record keeping and quality assurance for compliance with the requirements of various funding sources
- Perform other tasks in support of St. Nicks alliance as directed
- Be available to work some evenings and occasional weekends

**Qualifications:**

- Bachelor’s degree and 3 years experience in social service organization or employment related program
- Strong knowledge of any/all of the following sectors: HVAC, Construction, Environmental Remediation, Urban Greenscaping
• Excellent organizational and interpersonal skills
• Strong communication, writing and computer skills
• Problem Solving skills
• Current knowledge of labor trends
• Ability to motivate others towards achieving goals
• Experience working with individuals with criminal histories
• Ability to work independently with strong sense of focus, task-oriented, non-judgmental, and clear sense of boundaries
• Strong sense of and respect for confidentiality involving both clients and fellow employees
• Ability to work with culturally-diverse individuals
• Bi-lingual Spanish a plus
• Ability to work in the office and at training sites 5 days a week 9-5 with flexibility as needed to accommodate employer hiring events, meetings, and technical training.
• This position is competitive in salary and includes benefits after a probationary period.

**How to apply**

Please submit a thoughtful cover letter and resume to snaworkforcehr@stnicksalliance.org with Job Developer – Skills Training Program in the subject line. Visit [www.stnicksalliance.org](http://www.stnicksalliance.org) to learn more about the organization. Please no phone calls.

St Nicks Alliance is an Equal Opportunity Employer.