

Job Developer

Summary: The Job Developer networks in the private and public sectors to develop career and employment building opportunities for YouthBuild participants. The specialist performs tasks with employers and students to ensure post program placement of YouthBuild students. The overall CDCB/YB program training process involves recruitment, a mental toughness orientation, education, construction site work, leadership development, career exploration and post program services.

Essential Duties and Responsibilities:

- Promote the internship initiative to employers, students and other key stakeholders to the awareness of the value and benefits of this project for employers and students.
- Work closely with employers of participants to maximize student employment retention and success.
- Coordinate job fairs for participants using the employer partnership, staffing agencies and other public/private organizations.
- Provide evaluation, conciliation and mediation between employer and employee post program placement.
- Spends at least 55% or more of total scheduled work hours in the community. For example, meets with clients in community settings and develops relationships with managers at their businesses.
- Interviews student applicant, completes the application and/or paperwork and determines and/or verifies eligibility under the various program fund options.
- Maintains case management records, appropriate documentation (employment plan/case notes) and enters data in appropriate system(s).
- Develops individual employment plans based on needs assessment and assists clients in establishing self-sufficiency goals and developing and managing service plans to attain those goals.
- Responsible for the development and maintenance of working relationships with inter agency staff and other community agencies to provide orientation sessions to explain the program and services.
- Develop outreach strategies, marketing and resource materials for the employer and student population.
- Oversees or facilitates resource room, providing assistance with job searches, resume preparation and other work search related activities such as job fairs, etc.
- Provides students with information and coordinates tours to training vendors and local community college and universities in the area.
- Work alongside the AmeriCorps member to coordinate community service projects and special events.
- Utilizes labor market information to determine an applicant's transitional skills based on previous work experience/interest, skills, knowledge.
- Ability to relate, lead and provide job readiness instruction to youth 16-24.
- Ability to work as an effective team member is essential.

- Responsible for the development and maintenance of a network of employers to participate in an internship project to assist the participants transition and/or gain knowledge of the world of work.
- Responsible for data management of the different portals for outcomes.
- Other duties as assigned.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Language Ability: Ability to read and comprehend simple instruction, short correspondence, and memos. Ability to effectively present information in one on one and small group situations. Bilingual in Spanish and English: verbal and written form preferred.

Reasoning Ability: Ability to apply common sense understanding to carry out simple instructions. Ability to deal with standardized situations with only occasional or no variables

Computer Skills: Working Knowledge of computer programs such as Microsoft Office (Word, Excel, Power Point)

Education/Experience: Bachelor's Degree (B.A.) from four year college or university and/or two years related experience and/or training; and/or equivalent combination of education and over two years' experience.

How to Apply:

Please provide your resume:

- By email at: ksaldana@cdcb.org Subject: Job Developer
 - By Regular mail: Kristine Saldana. 901 E. Levee St. Brownsville, Texas 78520
- cdcb is an Equal Opportunity Employer with a commitment to diversity. All individuals, regardless of personal characteristics, are encouraged to apply.*