



Job Developer

Under limited direction, the job developer establishes and maintains relationships with employers and community organizations to develop job opportunities and support continued employment for students. Coordinates day-to-day activities such as soliciting employer interest and involvement in the employment of students and alumni, orienting students to the services provided, posting opportunities and tracking placement data; serves as a lead worker to other Classified staff.

The Job Developer performs activities designed to assist participants with finding employment. This includes working closely with local employers, business organizations, and community organizations in developing job opportunities and arranging the direct placement of students matching the job skills with applicant qualifications.

Key Responsibilities

- Initiates and maintains personal contacts with business and industry representatives to set up recruitment profiles and provide orientations; schedules and visits potential and existing employers to identify and develop positions for participants.
- Establishes and maintains temporary, full-time, part-time, and job banks.
- Assists qualified participants in identifying positions in their field of interest; assists in development of resumes, cover letters and applications; advises students on employability skills; works with students to gain relevant skills; helps participants explore alternative employment options.
- Maintains currency with industry trends; updates labor market information by researching online resources, attending meetings, maintaining contacts with regional community colleges, and networking with professional/community organizations that are involved in job placement/training activities.
- Communicates with employers during participants' employment and reports results to appropriate staff and/or faculty.
- Works with family coaches to collect and track job placement data; compiles data and prepares reports and correspondence regarding job development and placement efforts.
- Works collaboratively with staff to coordinate and facilitate recruitment days, employer panels, and targeted job fairs.
- Attends advisory committees in collaboration with Knowledge Quest; advises peers and administration of employment trends and the needs and concerns of the local business community.
- Develops marketing and promotional materials to advertise job placement services and activities.

Education & Experience Required:

- Bachelor's level or equivalent experience with relevant coursework (such as Human Resources, Marketing, Public Relations, or Business Administration).
- Increasingly responsible (approximately 2-4 years of full-time equivalent experience) experience in job development, human resources, job placement, or closely related field.

Knowledge Of:

- Local economic and labor market conditions and trends.
- Effective techniques for contacting potential employers.
- Job development and job placement techniques, accepted standard employment practices
- Community resources and professional organizations.
- City, State, and Federal laws, regulations, and codes related to employment and Equal Employment Opportunity.
- Emerging technologies and standard office productivity software.
- Data and labor market programs to inform outreach efforts
- Understanding laws and regulations governing state and federally funded programs including labor laws, budgets, and revenue control.
- Self-directed and resourceful in evaluating and addressing program and organizational needs.
- Ability to understand and empathize with the needs and concerns of others; ability to establish rapport with inter-generational stakeholders.