

FRANKLIN-VANCE-WARREN OPPORTUNITY, INC.

PROFESSIONAL STAFF POSITION DESCRIPTION

Job Developer – YouthBuild

Hours/Week: 40

FLSA Status: Exempt

Receives Direction From: Program Director

Organization: The purpose of Franklin-Vance-Warren Opportunity, Inc. (“FVWO” or “Organization”) is to provide self-sufficiency services to low-income families and individuals in the Franklin, Granville, Nash, Vance, Person and Warren counties. FVWO is an equal opportunity employer.

Job Purpose

The Job Developer with the YouthBuild program develops work experience opportunities and targeted professional training, and ensures credentialing is aligned with the needs and expectations of employers or other post-exit partners. The Job Developer also prepares and supports YouthBuild participants for post-program transitions as soon as they enter the program, through soft skills development, supportive service connections, and the use of interest and skills assessments based on competency models. The work of a job developer begins on day one and continues over the lifecycle of the grant to ensure participants are fully prepared for post-program success.

Essential Job Functions

- 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 Cohorts on or prior to graduation.
- Schedule frequent employer visits with hiring managers to promote community engagement and hiring FVW’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.
- Conduct recruitment and outreach activities as needed to ensure adequate program enrollment.

- Coordinate on-site and off-site employer partnership, guest speakers, and worksite visit presentations to cohort during training and at graduation.
- Promote participants to potential employers in advance of graduation.
- Meet or exceed annual placement and retention outcomes based on contractual goals. (Annual Training goal is 60 participants)
- 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.
- Deliver oral presentations as requested to program participants and to employers/industry associations.
- Real time data entry and milestone tracking in Database.
- Follow FVW calendaring procedure to ensure coverage, support, and collaboration
- Perform other duties as assigned.

Abilities

Strong commitment to helping young adults succeed in an innovative program to re-orientate their lives and nurture their leadership skills. Ability to establish rapport and relate sensitively to a multiracial and multicultural group of young people. Knowledge of human service, health, court, and criminal justice systems' programs, regulations, and procedures. Excellent interpersonal and problem-solving skills. Requires the ability to relate to a wide range of issues, people, and institutions with an ability to exercise sound judgment and discretion; ability to understand issues facing young people in the community where the program is located; ability to exhibit excellent public speaking, listening, and written communication skills; ability to maintain sense of humor and non-judgmental attitude.

Independently perform difficult administrative and analytical activities in the area of work assigned, involving the use of independent judgment and personal initiative. Interact with a variety of individuals from varying socioeconomic, ethnic, and cultural backgrounds in sensitive or difficult situations. Plan, implement and evaluate the achievement of goals, objectives and work plans, communicate clearly and concisely, both orally and in writing, establish and maintain effective working relationships with those contacted in the course of work, perform public presentations, organize and perform functions effectively and in a timely manner, display excellent interpersonal skills, deal with unexpected problems and be solution oriented.

Requires repetitive movement, sitting, writing letters and memos, face-to-face discussions with individuals or teams, use of electronic mail, telephone conversations, contact with others (face-to-face, by telephone, or otherwise). Requires the opportunity to make decisions without supervision, freedom to determine tasks, priorities, and goals, repeating the same physical activities or mental activities over and over. Requires being exact or highly accurate, requires meeting strict deadlines. Requires work with external providers, customers or the public, work with others in a group or team, coordinating or leading others in accomplishing work activities.

Work Environment

Requires working indoors in environmentally controlled conditions. Job tasks are performed in close physical proximity to other people. Travel to multiple sites and locations may be required.

Qualifications

Experience and Education

Associate degree and/or experience required that exhibits the candidate's ability to effectively perform the duties and tasks related to this position. A background in counseling, job development, or crisis intervention experience working with young adults, or related field; in youth development services, and/or a workforce program is preferred, but not necessary.

Requires the willingness and desire to teach young people about service systems and decision-making processes; requires the willingness to learn from young adults and the ability to work collaboratively and as part of a team.

Skills and Knowledge:

Required:

- Business and community resources and needs within Franklin, Vance, Warren and Granville Counties
- Ability to apply knowledge in work with young individuals
- Principles and techniques of program oversight and coordination
- Modern office procedures and methods, including office hardware and software commonly used in program management
- Good writing skills. English usage, spelling, grammar and pronunciation.

Basic Skills: Active learning, active listening, critical thinking, basic math to include adding, subtracting, multiplication, division, reading comprehension, speaking, writing.

Social Skills: Coordination, instructing, negotiation, persuasion, service orientation, social perceptiveness.

Problem Solving Skills: Complex problem solving.

Systems Skills: Judgment and decision making.

Resource Management Skills: Time management.

Desktop Computer Skills: Spreadsheets, presentations, internet navigation, word processing.

Tools: Calculators, desktop computers, scanners, copiers, fax and phone systems.

Technology: Proficient in Microsoft Office Suite and database management systems.

Other: Must possess a valid state driver's license and maintained throughout employment.

Bilingual a plus

Position is open until filled. Pay will be based on experience and education

If interested please send resume and cover letter to: heddiesomerville@fvwopp.com with the subject line "YouthBuild Job Developer"