



St.Nicks Alliance

Where Opportunity Grows

JOB TITLE: Job Developer/Business Developer

REPORTS TO: Multiple Positions in the Workforce Development Division Skills Training Unit

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.

JOB SUMMARY:

St. Nicks Alliance seeks multiple candidates to serve as job developers, business developer and internship/work experience coordinators who will be responsible for developing and building capacity/partnerships with potential employers in the Construction and/or Technology and/or Healthcare fields. The goal of this role is to build employment and internship opportunities, successfully matching disconnected, underserved, unemployed or underemployed young adults (16-24 years old) and adults (18 and over) with sustainable career work and/or quality internships. The candidates will also be responsible for developing job readiness essential skills and a career plan for all participants. Candidates 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, technology, or healthcare fields is highly preferred. This role will support and place cohorts of 15-25 individuals and an annual case load ranging from 40-120 participants. Candidates must be able to report to the office Full-Time 5-days a week to support the St. Nicks Alliance programs.

DUTIES:

- Establish strong Industry relationships with Construction and Healthcare and Technology industry associations and employers to develop sector related job opportunities and/or internships for all constituents
- Coordinate on-site recruitment events for graduating Construction, Healthcare, and Technology Cohorts on or prior to graduation.
- Meet regularly with hiring managers to promote community engagement and

hiring for St. Nicks Alliance's participants.

- Stay engaged with employer/internship sites, and job seekers 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 all 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 career readiness participant support during technical training classes
- 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 funder contractual goals.
- Strive to place all participants within 3 months of graduation, and ensure all remain employed in the field one year and beyond.
- 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 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: \$45K -\$65K Based on Role and Experience

How to apply: Please submit a thoughtful cover letter and resume to snaworkforcehr@stnicksalliance.org with St Nicks Alliance Job Developer/Business Developer in the subject line. Visit www.stnicksalliance.org to learn more about the organization. Please no phone calls.