

## YouthBuild Job Developer

### **Who we are:**

St. Nicks Alliance, a North Brooklyn based community organization, seeks to transform lives of low- and moderate-income people through employment, education, housing, elder care and social services. We do this by delivering impactful services with measurable outcomes to children, adults, and the elderly. As a civic anchor, we carry out this mission within the context of building a sustainable community for all people through the arts, environmental advocacy, and urban planning.

We are currently seeking a **Job Developer** for our 92 Throop Ave location in Brooklyn.

### **What you'll do:**

St. Nicks Alliance seeks a successful candidate to support its newly awarded YouthBuild services in collaboration with the Department of Labor (DOL). The YouthBuild job developer will be responsible for developing and building capacity/partnerships with potential employers in the Construction, and Healthcare fields. The goal of this role is to build employment opportunities and successfully match graduates of YouthBuild's construction and construction plus (healthcare) cohorts with employers in the construction, healthcare, and other related fields. The candidate will also be responsible for developing job readiness skills and a career plan for all participants. This candidate 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 or healthcare is highly preferred. The job developer will support and place 37 young adults annually. While also re-engaging 42 alumni from the previous contract to ensure all alumni are placed. Candidate must be able to report to the office Full-time 5 days a week to support the YouthBuild and Adult Education in-person services.

Specific duties include, but are not limited to:

- Establish strong relationships with construction and healthcare industry associations and employers to develop sector related job opportunities for constituents of YouthBuild.
- 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 St. Nicks Alliance'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.

- 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 contractual goals. (annual training goal is 37 participants)
- Strive to place 63 participants within 3 months of graduation, and ensure 50 will have placement 9-12 months post-graduation
- 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 by St Nicks Alliance Workforce
- Deliver oral presentations as requested to 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
- Other duties as assigned by the YouthBuild Program Director

#### **What we are looking for:**

- bachelor's degree required
- a minimum of 3 years' experience in recruitment, employer engagement, and job development in the construction and healthcare sectors preferred
- 2-year experience in youth development with a focus on 16-24 year olds disconnected from education/career preparation
- ability to build strong relationships with participants with limited skills in the sector of their choice
- strong sense of and respect for confidentiality involving clients and fellow employees
- passion for working with young people of diverse cultural, socioeconomic, and educational backgrounds to reorient their lives, develop leadership skills, and make a difference in their community
- ability to multi-task to support organization, employer, and client goals
- ability to collaborate with other members of the workforce development team
- strong written and verbal communication, organizational and project management skills.
- ability to work in the office 5 days a week M-F from 9:00 a.m.– 5:00 p.m.

#### **What's in it for you:**

- compensation range: \$55K–\$60K
- competitive benefits package (medical, dental, vision, 401k)
- 12 company paid holidays; paid vacation, sick, and personal time off
- learning and development opportunities plus access to wellness programs

#### **How to apply:**

Please submit a thoughtful cover letter and resume to [snaworkforcehr@stnicksalliance.org](mailto:snaworkforcehr@stnicksalliance.org) with YouthBuild job developer 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 that values diversity. We consider applicants for all positions without regard to race, color, national origin, religion, sex, gender identity, age, disability, alienage or citizenship status, ancestry, marital status, sexual orientation, veteran status, or any other status or characteristic protected by applicable federal, state or local laws.

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