



Urban League of Broward County

Employment Opportunities

Title: Job Developer
Classification: Nonexempt Part Time (20 Hours Per Week)
Department: Programs/Jobs & Training
Supervisor: Division Manager
Revision Date: July 2018

Purpose of Position

The Job Developer recruits potential employers, assesses employer's needs and matches clients to employer. Job Developer develops strategies which promote placement and retention of clients.

Essential Duties and Job Responsibilities

- ❖ Initiates cold calls and maintains ongoing relationships with potential employers, industry representatives, vocational schools and colleges, chambers of commerce, temporary employment agencies, and job placement/training agencies to:
 - promote job placements,
 - explain the benefits of hiring program participants, and
 - employment support services provided by Urban League.
- ❖ Develops and updates employer marketing packet that includes program fact sheets, invitational letter from ULBC President & CEO, current information on federal bonding and tax privileges for employers, etc.
- ❖ Assists participants in assessing their job skills for employment; instructs participants in application procedures, interviewing preparation.
- ❖ Identifies specific jobs for applicants who have successfully completed Urban League training programs; collects data from employers related to job orders including job requirements and skills; matches job skills with applicant qualifications; connects qualified applicants to employers, and conducts necessary follow up when applicants are placed in positions, and reports results to appropriate case managers.
- ❖ Provides job search/career information workshops and presentations for participants.
- ❖ Participates in outreach and recruitment activities by coordinating and attending job fairs.
- ❖ Prepares forms and reports related to placement activities; keeps current with trends and maintains updated labor market information by attending meetings, maintaining contacts with various trade schools, and professional/community organizations that are involved in job placement/training activities.
- ❖ Develops and maintains a database of subsidized and unsubsidized worksites to host eligible participants.
- ❖ Provides a full suite of services to employer community that includes a quarterly newsletter, diversity training and pre-screening of potential professional employees.
- ❖ Provides referral services and coordination for eligible participants.
- ❖ Submits timely accurate reports and assignments related to the program and the Urban League's Program Department.
- ❖ Serves as liaison and contact person with employers to ensure coordinated and comprehensive delivery of services.
- ❖ Organizes and implements creative, innovative programming that result in increasing job retention and work habituation.

- ❖ Advises immediate supervisor of needs, trends, and issues within area of responsibility and recommends activities to address them.
- ❖ Develops activities which will ensure that all performance standards and requirements for program contracts/goals are achieved.
- ❖ Performs other duties as assigned.

Standards for Measuring Performance

- ❖ Excellent written and oral communication skills.
- ❖ Outstanding organizational skills.
- ❖ Ability to work effectively with persons of all ages and diverse backgrounds, skills and abilities.
- ❖ Must be able to operate a personal computer using Microsoft Office or similar applications.
- ❖ Ability to carry out responsibilities with flexibility to adapt to changing needs and goals.
- ❖ Ability to balance the needs and expectations of multiple constituents.
- ❖ Positive and team-oriented attitude.

Education/Experience

Bachelor's Degree in the field of business, counseling, social work, education or related human service field. Experience in the area of sales/marketing and recruitment preferred. Experience working with disadvantaged populations.

Other

- ❖ Must have a valid Florida driver's license and reliable transportation.
- ❖ Must pass a drug screening and level 2 fingerprint background.

If interested in being considered for the position, send cover letter and resume to:

hr@ulbcfl.org

THE URBAN LEAGUE OF BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER