



5323 Penn Avenue, Pittsburgh, PA 15224 Phone: 412-665-5200

**Garfield Jubilee Association, Inc.  
Job Developer Specialist**

**JOB DESCRIPTION**

**Position: Job Developer Specialist**

**Reports to: Executive Director**

**Salary Range: \$30,000 - \$35,000**

Garfield Jubilee Association, Inc. (GJA) workforce development program is designed to ensure that youth and adults obtain quality academic, vocational, resources, supports and work readiness skills needed to achieve and become self-sufficient. The workforce development encompasses the following programs, YouthBuild, WIA Job Search, Section 3 and new initiatives.

GJA is seeking a Job Developer (JD) who will assist participants in finding employment in the private sector concurrent with their employment on GJA YouthBuild supervised transitional work sites. Leveraging the work experience gained on the Garfield Jubilee YouthBuild work sites, the Job Developer will identify/create job opportunities for participants and match qualified participants with these employment opportunities. He/She will be responsible for developing relationships with employers, successfully placing participants into this job and providing ongoing retention services and supports to both the employer and the participant.

This position reports to the Executive Director. This position requires someone that can work flexible hours, has experience in workplace development, case management and/or sales and marketing. The ideal candidate will not only be able to work with participants, but will also be able to work with private sector employers in Pittsburgh and Allegheny County.

The Job Developer is a key position to GJA YouthBuild and WIA Programs in achieving its annual placement outcomes. The Job Developer has two overarching responsibilities:

- Establishing new employer relationships and maintaining pre-existing relationships with employers to secure valid and unsubsidized employment opportunities for GJA YouthBuild/WIA participants.
- Effectively matching GJA YouthBuild/WIA participants with unsubsidized employment.

## Essential Functions Statement

These requirements are representative, but not all-inclusive, of the job functions required for this role.

- Develops specific job opportunities that match the participants' skills, work experience, related training and interest.
- Screen and matches GJA YouthBuild/WIA participants with employment opportunities based on their skills, work experience, hobbies and interest.
- Develops individual employment plans for all GJA YouthBuild/WIA participants.
- Conduct mock interviews with GJA YouthBuild/WIA participants so that they have an understanding of what is appropriate i.e. how to answer open ended questions, dress appropriately, distinguish the difference between interview methods and types – Behavioral Based, Informational interviews, In-person, Phone Interviews, Second Interview, Group or Panel Interview.
- Maintain relationships with existing employers and establishes relationships with new employers who are willing to hire GJA YouthBuild/WIA participants.
- Pre-plans development activities to ensure the identification of opportunities to meet contractual obligations.
- Customize participants' resumes to fit identified opportunities.
- Conduct reviews of existing GJA YouthBuild/WIA accounts on a regular basis to evaluate employer demand and usage of GJA YouthBuild/WIA services and determine how best to improve and/or leverage relationship to meet placement objectives.
- Identifies and develops a strategic service plan that serves both the employers' hire and GJA YouthBuild/WIA placement needs.
- Acts as the liaison among employers, the GJA YouthBuild/WIA and CEO's criminal justice partners.
- Schedule daily prospecting/cold calls and face-to-face meetings with employers.
- Teach job readiness classes/seminars, assist with customer service training and other related classes/seminars as deemed necessary.
- Enhance job placement preparedness the last 3 months before participants are exited from the program to ensure to meet placement performance outcomes.
- Follow-up after participants are exited for up to 12 months.
- Assist in the coordination of the Workforce Advisory Committee.
- Achieve weekly, monthly, quarterly and annual placement goals as prescribed and in accordance with GJA YouthBuild/WIA contractual obligations.
- Prepare monthly, quarterly and annual placement reports as adhered to contractual obligations.
- Documents consistently and accurately, in real time, all participant and employer contact, activities and outcomes into GJA YouthBuild/WIA computerized case management system.
- Performs other job-related duties and responsibilities that will be assigned from time-to-time.

## Job Specific Competency Statements

- **Sales Ability** – Ability to effectively network with others and influence them to change position and/or to convince them to hire individuals with criminal convictions.
- **Analytical Thinking** – Ability to anticipate problems and develop contingency plans to deal with them as well as evaluate and implement alternative courses of action.
- **Persistence** – Ability to continue a course of action in the face of adversity.

- **Energetic-** Ability to bring and sustain considerable stamina and vigor to all aspects of the work.

### **Skills and Abilities**

Must be computer literate. Must have the ability to review and use labor market research, to analyze data, to prioritize and organize information and tasks and to customize job seekers' resumes.

### **Skills to be learned on the job:**

- 1.) Job matching
- 2.) Salesforce navigation, especially to generate leads and target employers;
- 3.) Knowledge of state employer incentives and other incentive programs.

**Education:** Bachelor's Degree or relevant experience.

**Experience:** Minimum 2 years of experience in an inside and outside sales function, including account management experience. Proven success prospecting, building a pipeline, moving opportunities through the sales cycle and proposing, presenting and discussing a product with decision-makers. Successful track record of achieving and exceeding sales/prospecting quotas on a regular basis. Proven ability to effectively manage client relationships. Ability to report to management clearly and in a timely manner on sales activity.

**Other Requirements:** Knowledge of the city where the office is located.

**Garfield Jubilee Association, Inc. is an Equal Opportunity Employer**