

Position Description: Job Developer

Samaritan Ministry of Greater Washington (SMGW)
Supervisors: Skyland Team Leader/Program Director
Full-time, August 2018

Mission

SMGW is a non-profit organization of partner organizations committed to empowering individual participants to make transformative changes in their lives through a practice of rigorous compassion and coaching from trained caseworkers. This is accomplished by following the Next Step approach in which participants set goals in the areas of employment, education/training, housing, benefits, legal and more, then take small achievable “next steps” toward meeting those goals; this including taking advantage of supportive services to build personal capacities or overcome personal barriers.

Position Summary

Reporting to the Skyland Team Leader and ultimately the PD, the Job Developer’s primary focus is to place STRIVE graduates and other Next Step participants into living-wage employment opportunities. The incumbent will cultivate and sustain employer relationships that are a match for our STRIVE graduates and collaborate with the STRIVE team to ensure that candidates are adequately prepared for job opportunities. The JD will also collaborate with the Skyland Workforce Center staff to create a streamlined approach to job development.

Qualifications & Requirements

- At least 2 years of demonstrated experience in job development. Must have Knowledge of the DC job market and growth industries. Existing relationships with employers and a current job bank preferred.
- Experience with performance-based contracts and ability to achieve placement goals. Must be able to place persons with employment barriers (i.e. returning citizens, no GED/diploma, career-changers)
- Ability to effectively identify employer needs, market our program and its participants. Proven organizational and communication skills, orally and in writing.
- Proven capacity to research and maintain electronic records and data.
- Proven ability to work well with others under pressure and meet deadlines.

Duties & Responsibilities

Job Development

- Cultivate and maintain relationships with new and existing employers to identify employer needs and how SMGW STRIVE participants may fill those needs.
- In collaboration with the STRIVE team, match participants with potential employers in the job application process throughout and following the STRIVE training course.
- Coordinate with Skyland and SMGW teams on creation of job fairs and/or screening events.
- Achieve target of placing 75% of STRIVE graduates in living-wage employment opportunities where they will be retained for at least 90 days.
- Ensure that candidates being referred are interview-ready (in consultation with the Trainer).

STRIVE Graduate Services & Follow Up

- Follow up with employers and candidates once placed, collaborating with the STRIVE team as necessary.
- Assist graduates and participants with job re-placement as needed.
- Counsel participants in need of career-related assistance.

- Updates alumni participants' records in the paper and computer file systems, as appropriate.

Other Duties as assigned by the Team Leader and/or Program Director

To apply, send a resume and a cover explaining why you think this and SMGW might be a match for you to: Jennifer Seager-Valentine at jseager@samaritanministry.org