Program: Financial Opportunity Center
Position/Title: Job Developer/Employment Coach
Location: 506 Central Avenue, Newark, NJ
Salary: $45K - $50K annually (commensurate on experience)
Hours: M-F; 9:00 am – 5:00 pm
Reports To: Alice Frazier, VP Workforce Development and Financial Opportunity Center
Position Posted: Until filled

Basic Functions: Position Overview
The Urban League of Essex County, in partnership with Greater Newark LISC and other funders is working to improve the quality of life for families served through the Financial Opportunity Center model, providing a supportive and resource-rich environment where low- and middle-income families can obtain employment and career advancement opportunities, income supports, and financial tools and services. By bundling these services, FOCs assist participants in reaching economic stability. The Job Developer/Employment Coach will work to integrate employment and career advancement services into the FOC model.

Under the direction of the Vice President of Workforce Development and Financial Opportunity Center, the Job Developer/ Employment Coach will work to develop and monitor Employment Service Plans. They will conduct assessments of individuals’ employability dimensions to determine suitability for services and make appropriate referrals both internally and externally to community services to support successful Service Plan completion. The Job Developer/ Employment Coach will assist clients in achieving employment goals by providing individual employment counselling.

Responsibilities:
- Promotes and develops employment and on-the-job training opportunities for applicants
- Assist clients with such matters as job readiness skills, job search strategies, writing resumes, and preparing for job interviews
- Provide local labor market information - what companies and industries are in the area, what skills and experience local area employers prefer and require, what is the usual means of entry into those companies/industries, advice clients on how best to apply
- Assist clients in determining employment support needs
- Enter accurate client data into designated reporting computer systems and updates as needed
- Conduct outreach to clients and employers and the community to promote program services
- Provide consulting services to community groups and agencies, business, and industry, and to other organizations involved in providing community-based career planning resources.
- Attend networking events in the evenings and represent ULEC on community committees
- Make cold calls to potential employers explaining the benefits and employment support services provided to employers; including addressing employer’s special needs,
- Provide direct job matching of current openings to the clients. Offer qualified job candidates the opportunity to interview for posted jobs.
- May check with the candidate or the employer to assess quality and success of the referral
- Identify growing employment sectors and potential employers
- Develop relationships with employers to understand their business and the job requirements of positions they seek to fill
- Work with employers to identify specific skills they are seeking and developing a process for residents to acquire those skills
- Maintain contact and dialogue with these employers and responding to their concerns
- Work as a member of the cross-functional team, providing services to families served by the FOC, sharing information, participating in team meetings, and helping to track and report progress and outcomes
- Provide job and career coaching, follow up, and job retention services to FOC participants.
- Advocate for hard-to-employ residents such as the disabled and ex-offenders
- Provide reports and data on a timely basis as needed by project partners and funders
- Monthly documentation of job openings, neighborhood applicants, and an analysis of outcomes

**Employment Counselling**
- Interview clients to obtain employment history, educational background, career goals etc., and to assess their employment related needs
- Identify barriers to employment and assist clients to develop job readiness skills and job search strategies
- Assess need for additional assistance such as rehabilitation, financial aid and/or further vocational training and make appropriate referrals
- Support and monitor clients as they progress through their Employment Service Plans
- Follow-up with clients at appropriate intervals to assess progress and record outcomes
- Maintain file case notes and appropriate documentation about clients’ progress
- Establish relationships with employers regarding problems, complaints, and progress of recently placed applicants and recommends corrective action
- Inform business, labor, and public about training programs through various media

**Other Requirements**
- Ability to work in a performance-based system with a proven track record of meeting targets and outcomes is essential
- Requires minimum supervision, able to work independently and maintains a supportive and cooperative environment with colleagues

**Qualifications:**
- 2-3 years of experience in workforce development, business-to-business services, and customer care, with an emphasis on employer outreach and service to disadvantaged populations. Previous successful experience in job development, recruiting, and job retention services is highly desirable.
- 4-year degree preferred but significant professional experience (five years or more) may substitute for formal education at the discretion of the hiring manager
- Excellent working knowledge of the local business environment in Newark, NJ.
• General knowledge and understanding of the needs of a low-income working population, as well as knowledge of available community resources.
• Excellent social/interpersonal skills and writing ability commensurate with the communication and reporting requirements of the position.
• Well-organized and self-directed.
• Must be Proficient in MS Office Applications - Word, Excel, Power Point, Outlook and Internet
• Candidate must have valid driver’s license and reliable transportation, as this position requires regular local travel.

Equal Opportunity Statement: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status.

How To Apply: E-mail resume/CV and cover letter to: careers@ulec.org
In the subject line, write: WD FOC - JOB DEVELOPER/EMPLOYMENT COACH