



IRONBOUND COMMUNITY CORPORATION

Job Description Form

Program Name:	Financial Opportunity Center		
Job Location:	432 Lafayette Street Newark, NJ 07105		
Job Title:	Job Developer		
Reports to:	Melanie Reyes	Title:	Financial Opportunity Center Director

Hours:	FLSA Status	Type of position:	Other comments:
	<input checked="" type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Consultant/Contractor	
	<input type="checkbox"/> Nonexempt	<input type="checkbox"/> Part-time <input type="checkbox"/> Intern	

JOB DUTIES

The Ironbound Community Corporation (ICC) is a 50-year nonprofit organization whose mission is to engage and empower individuals, families and groups in realizing their aspirations and, together, work to create a just, vibrant and sustainable community. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1,000 children and families every day with a wide range of programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives.

- ROLES AND RESPONSIBILITIES**
- Meet/Exceed monthly job placement quota: 15 full-time placements
 - Develop relationships with employers to establish a vast and diverse portfolio of employers to assist in placing our community members in worthwhile jobs
 - Directly work with employers to identify open positions and job requirements that are suitable for qualified job candidates
 - Develop a database of open job positions, training programs, conduct outreach marketing campaigns, and develop partnerships for career services with local community-based, faith-based, and business groups
 - Plan and implement job fairs, liaison with local business community, and develop job opportunities for community members of the Newark, NJ area
 - Schedule interviews and follow up with employers to facilitate job placements
 - Maintain documentation of placement services rendered and retention verifications up to a period of 1 year
 - Maintain up-to-date employment lead data on Salesforce Software Platform
 - Directly communicate with program participants who were placed in jobs on a monthly basis to ensure retention benchmarks and to maintain relationships
 - Keep current with employment trends and local community employment opportunities to better assist with job placements
 - Provide one on one employment counseling to program participants.
 - Conduct a skills and training needs assessment
 - Discuss an employment plan based on the client’s employment goals
 - Assist clients in developing a personalized and professional resume
 - Prepare clients for the job search process
 - Prepare clients for the interview and hiring process including conducting mock interviews
 - Monitor job retention and provide services to working clients
 - Understand other services offered by the agency, such as the income support services and financial coaching, and connect the clients to these other services
 - Outcome tracking—track the stories and successes of program participants.
 - Maintain contact with the client and monitor the status of their employment (e.g. interviewing, working, lay-off, in search of career enhancement)

- Use Salesforce, a client management system, to document and reflect the outcome of their clients in a timely and accurate manner
- Update the Combined Financial Assessment (CFA) for their clients to reflect changes to their budget when clients experience a change in employment or wages OR alert the financial coach to this change [in instances where the financial coach makes all budget updates--depending on the process at the FOC]
- Provide group based education on employment topics
- Classes may be part of a larger job readiness class offered by the FOC, or may be occasional workshops to the public
- Develop workshop materials or tailor existing materials to meet the needs of the community, workshops should be relevant to the community, and may include topics such as: interviewing skills, resume writing, career choices, and more.

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

Qualifications:

- Experience with building relationships and coordinating efforts with community development/workforce development and various community organizations to ensure program success
- Experience working with low-income communities, ability to work and communicate with diverse audiences; organizational partners, and business owners
- Demonstrated strong organizational skills and teamwork skills
- Proven track record of success with job placement activities and community outreach programs
- Minimum B.A. in a relevant field, or more than 5 years of relevant job development experience with a nonprofit

Skills Required:

- Proficient in MS Office Suite- Intermediate Skill level in Word, Excel, Outlook, and PowerPoint
- Proficient in Sales Force Software or working knowledge of other database software products to manage data
- Excellent communication skills i.e. verbal and written skills
- Bilingual strongly preferred– English/Spanish; Portuguese a plus

ICC is an Equal Opportunity Employer and is committed to further building and maintaining a staff that reflects the full range and diversity of our community. We are looking for a diverse applicant pool and strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working class backgrounds to apply.

If interested, please send a resume and cover letter to [hiring@ironboundcc.org](mailto: hiring@ironboundcc.org) with the subject line “Job Developer”