

IRONBOUND COMMUNITY CORPORATION



Job Description Form

Program Name:	Financial Opportunities Center (FOC)
Job Location:	317 Elm Street Newark, NJ 07105
Job Title:	Temporary Job Developer/Employment Coach
Reports to:	Title: Director Of Programs

Hours:	FLSA Status	Type of position:	Other comments: This is a temporary position. January 7, 2025 - May 31, 2025
	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Consultant/Contractor <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 to realize their aspirations and work together 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 daily with various programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives.

Financial Opportunity Centers provide integrated services that focus on improving the financial situation of low-to-moderate-income families by helping people boost earnings, reduce expenses, and make appropriate financial decisions that lead to asset building. The centers provide individuals and families with services across three critical and interconnected areas: employment placement, job retention and skill improvement, financial coaching and counseling, and access to income support/public benefits.

The employment specialist provides direct services to low-income individuals enrolled as Financial Opportunity Center participants. They assist clients in preparing for the workforce through education, training, and job readiness preparation. The employment specialist regularly conducts job readiness classes for the community. However, the main focus of their position centers on one-on-one employment counseling. Examples of services include skills and training needs assessment, resume guidance, mock interviews, career counseling, and referrals to education and training programs.

The employment specialist will work closely with the job developer to help identify qualified candidates for various companies and positions identified by the developer. The employment specialist will also work closely with the income support specialist and financial coach to ensure the client gets assistance across these three major service areas.

The job developer will have workforce development experience and be capable of interacting with employers, service providers, and neighborhood residents. The job developer will be a part of the employment component at Ironbound Community Corporation by (1) identifying employment sectors and employers able to hire people from target neighborhoods and (2) helping participants connect with employment or skills training and advance to a better job or career.

ROLES AND RESPONSIBILITIES

- Provide one-on-one employment coaching to program participants
- Conduct employment skills 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.
- Match qualified candidates to available positions when available
- Monitor job retention and provide services to working clients
- Understand other services offered by the agency, such as income support services and financial coaching, and connect the clients to these other services
- 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 outcomes of their clients in a timely and accurate manner
- Provide group-based education on employment topics
- 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
- Maintain contact and dialogue with these employers and respond to their concerns
- Advocating for hard-to-employ residents such as the disabled and ex-offenders
- Assist with organizing job fairs for neighborhood residents where new job opportunities are presented
- Analyze reasons why people are not hired or are fired and fine-tune the recruitment and preparation process so people remain employed
- Provide reports and data on a timely basis as needed by project partners

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- Desire and ability to work with a diverse group of people
- Bachelor's degree from a four-year accredited institution is preferred, not mandatory
- Previous work experience in the social services sector is preferred
- Strong communication skills. Must be able to communicate effectively with clients and other team members.
- Proficient in Microsoft Word, Excel, PowerPoint, and Google Suites
- Bilingual preferred, not required
- Problem-solving, skill sharing, transparency, inclusivity, and vision
- Commitment to supporting community
- Ability to work independently and in a team environment
- Good written and oral communication skills
- Ability to work a flexible schedule (some nights and weekends may be required)
- 2-3 Years of previous experience in workforce development preferred
- Strong communication skills. Must be able to communicate effectively with clients during workshop presentations and with FOC team members.

Core Values

ICC is animated by a core group of values, including mutual respect, empathy, fairness and transparency, commitment to excellence, and accountability.

Mutual Respect: We accept the importance of each person's rights, customs, and wishes. We are courteous and supportive in our interactions with clients and colleagues.

Empathy: We strive to understand what others are experiencing and feeling by trying to see things from their perspectives. We are willing to give our time and energy to the community and are constantly searching for ways to improve the lives of those we serve.

Fairness and Transparency: We are committed to authentic, two-way communication, willing to listen without judgment and, with respect, express our point of view. We cherish diversity and inclusiveness, embracing the community with its input and feedback.

Commitment to Excellence: We provide the highest quality service possible, earning trust and exceeding expectations. We continuously learn from experience. We approach challenges with creativity and flexibility.

Accountability: We are responsible for the quality and outcomes of the programs we provide, for explaining why deviations from reasonable expectations may have occurred, and for responding responsibly at all times, especially when errors in behavior or judgment have happened.

ICC is an Equal Opportunity Employer committed to further building and maintaining a staff that reflects our community's full range and diversity. Not only do we embrace and celebrate the diversity of our community members, but we also strive for the same in our employees. ICC is committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, national origin, gender, sex, gender identity or expression, sexual orientation, age, citizenship, marital or parental status, disability, veteran status, or other class protected by applicable law. We are looking for a diverse applicant pool. We 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 FOCHiring@ironboundcc.org with the subject line "FOC Employment Coach"