



JOB DESCRIPTION

Title: Job Developer

Department: JARC - Baltimore

Program: Careers in Manufacturing Programs

Reports To: Director of Manufacturing Operations

The Jane Addams Resource Corporation Baltimore (JARC-Baltimore) promotes strong communities, businesses and households to ensure that people who work do not live in poverty.

JARC-Baltimore helps low-income workers, job seekers and community residents attain financial self-sufficiency through skills training and support services. JARC-Baltimore's job training programs target strategic skills gaps in the manufacturing, such as Computer Numerical Control (CNC) machinist, Press Brake Operator, and welder. Bundled services include income supports, financial coaching and employment services.

The Job Developer cultivates relationships with manufacturing employers, facilitates job placement and longer term follow-up with trainees and employers.

Essential Functions:

- Develop and maintain ongoing partnerships with a variety of industry employers and representatives to promote job placement
- Explain the benefits to employers of training and support services provided by JARC-Baltimore
- Become familiar with JARC – Baltimore's training curriculum and be able to summarize key skills for employers
- Solicit employer feedback on skills requirements and communicate this feedback to JARC – Baltimore staff
- Utilize a wide variety of methods to network with employers, including employer visits, job fairs, cold calls, scheduling site visits at the training center, etc.
- Refer clients to job leads and other resources for employment
- Facilitate Job Club for trainees to explore open positions online, assist with online applications and collect job logs
- Locate jobs for clients who have successfully completed training programs and coordinate interviews
- Collect data from employers related to job orders including employment verification; prepare forms and reports related to job placement activities
- Conduct necessary follow-up after applicants are placed into employment and counsel clients on any problems in the workplace
- Stay apprised of internet and job fair resources
- Assist with assessing qualifications for various positions in the manufacturing industry and developing individual employment strategies
- Maintain appropriate data in JARC-Baltimore's client databases
- Market JARC-Baltimore's Business Services (incumbent worker training) to new employer partners

- Stay apprised of external programs that provide incentives to businesses to hire JARC-Baltimore candidates (i.e. OJT) and other programs that may assist JARC-Baltimore's clientele
- Assist the Financial Coach and Program Coordinator in long term follow up services
- Collect employment verification required by funders
- Assist program staff to write success stories for clients and obtain feedback on JARC-Baltimore's services
- Other duties as assigned

Team Functions:

- Participate on the Employment Services Team
- Provide training and mentoring to employment services team
- Market JARC-Baltimore programs through contacts with other agencies, advertisements, and informational events

Requirements/ Qualifications:

- Bachelor's Degree or a minimum of two years' experience in a related field
- Working knowledge of the manufacturing industry a plus
- Experience in workforce development and/ or non-profit a plus
- Experience in sales/ marketing a plus
- Strong written and verbal communication skills
- Proficient in Salesforce a plus
- Proficient in Microsoft applications, including Word and Excel

To Apply:

E-mail resume, cover letter, and references, to:

HR@jane-addams.org

Please include the position title (Job Developer-Baltimore) within the subject line. Inquiries without the title in the subject line will not be reviewed or considered.

No phone calls please. Thank you!

Terms/Conditions:

- Full-time (35 hour week)
- FLSA Non-Exempt
- Criminal Background Checks Required
- FBI Fingerprinting Required

Salary: \$20.87 - \$24.87 Commensurate with Experience

*Jane Addams Resource Corporation-Baltimore is an Equal Opportunity Employer.
Minority/Female/Veteran/Disabled/LGBTQ/ Gender Identity encouraged to apply*