TITLE: Career Coach/Job Developer

OFFICE: Brooklyn Educational Opportunity Center

LOCATION: 111 Livingston Street, Suite 300, Brooklyn, New York

SALARY: $44,000 - 48,000

FUNCTION & SCOPE: The Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T) program promotes long-term self-sufficiency and independence by preparing SNAP recipients for employment through work-related education and training activities. The Career Coach/Job Developer will assist students in preparing to enter the job market with resume preparation, interviewing techniques and with locating job opportunities within the community. The Job Developer will work with students to secure long-term unsubsidized employment. The Job Developer will identify, develop and maintain relations with employers.

DUTIES:
- Conduct assessment interviews and evaluate employability of students
- Determine students who are job ready
- Develop a credential file for job ready students
- Develop a career plan for each student and the training programs needed to accomplish their goals.
- Develop workshops and presentations to assist students in job searches, resume preparation and interviewing techniques.
- Assist students in preparing an employment dossier which would include skills in letter writing, resume preparation and writing, request for reference letters, interviewing techniques and other related information to employment.
- Assist student in job searches, resume preparation and interviewing techniques.
- Prepare students individually or in groups to conduct a self-directed job search
- Complete an exit interview for each student to determine job/skill readiness
- Identify, develop and maintain relationships with employers to gain employment opportunities for students.
- Create job opportunities with employers
- Make job referrals for students as necessary
- Maintain an up-to-date job bank of perspective employers
- Conduct regular job develop and retention follow-up activities to address the 30 and 90 day retentions.
- Maintain all job development, referral and retention records and reports
- Coordinate job fairs for participants
- Compile and submit weekly reports of job development activities
- Complete the necessary forms for documenting placement
- Other duties as assigned

SPECIAL SKILLS: Excellent oral and written communication skills with strong interpersonal and organization skills. Must be Proficient in Microsoft Office Suite, Microsoft Word 2010, Excel, PowerPoint and an internet job searches.

EDUCATION & EXPERIENCE: Bachelor’s Degree in education, business or related field and three years’ experience recruiting, job development preferable in a social service or non-profit organization working with academically under-prepared and economically challenged population.

AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Position offered through the SUNY System Administration Sponsored Programs Office, an operating location of The Research Foundation for The State University of New York, a private, non-profit corporation. EEO/AA