Job Title	Job Developer
PVN ID	BM-1903-002986
Category	Instruction and Social Service
Location	BOROUGH OF MANHATTAN C. C.
Department	Adult Center for Continuing Education
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Aug 09, 2019 (Or Until Filled)

General Description

Borough of Manhattan Community College (BMCC) Center for Continuing Education has been awarded by CUNY Central and the Department of Labor a 4 year grant called America's Promise. The purpose of the America's Promise grant program is to strengthen the pipeline of skilled workers to expand an economic region's middle- skilled and high-skilled workforce in IT-related industries. Provide individuals the opportunity to receive high-quality, tuition free education and training that leads to in-demand and industry-recognized credentials and degrees. To launch multiple cohorts to train, certify and place adults into competitive jobs in the IT sector.

Borough of Manhattan Community College, Center for Adult Continuing Education is looking for a Job Developer to connect our students with professionals in the technology sector. Reporting to the ACE Directors, the individual must deliver outcomes for both tuition and grant funded programs.

The Job Developer will work one-on-one with clients to assess their capability and experience and to develop and implement vocational plans that provide them with the tools they need to find and retain employment. This will include preparing resumes, conducting mock job interviews, responding to job leads, assisting clients applying to on-line positions and providing extensive retention support. The individual will be responsible to build capacity to effectively serve adult learners, unemployed and underemployed workers to re-enter the job market.

Other Duties

- Conduct market research for job leads; locate jobs for participants who have successfully completed training programs; match employer job demands with trained skilled students who will fit requirements; collect and track data;
- Research, identify, engage and negotiate with sector based employers hiring for internships, entry level and mid-level positions.

- Understand I.T. labor and market demands by researching industry trends using various sites: Dept. of Labor, Bureau of Labor Statistics, Indeed, Career Builder, and attending industry forums, etc.,
- ConductsT. job development and job search activities directed toward positions that are individualized to the interests and uniqueness of the people on his/her caseload, following the principles and procedures of Workforce Development and BMCC's ACE;
- Facilitate Job Readiness Workshops: Help students improve their soft-skills, how to fill out on-line application, resume writing, interview preparation, building their brand through social media, job retention skills while developing professional attitudes;
- Maintains and develops personal contacts with employers in the technology, and professional business sectors to promote BMCC students for externship and job placement opportunities.
- Maintains accurate tracking data and notes for each assigned student, recommending appropriate referrals and opportunity programs
- Initiate cold calls to potential employers; anticipate the benefits and employment services provided by programs to employers, including employer's special needs;
- Conducts at least six employer contacts each week to learn about businesses and employer needs, to talk about specific clients who are looking for work and/or to talk about employer services offered by ACE program.
- Develops an individual employment plan with the client and with input from the social worker and other co-members. Incorporates information about the person's culture (as defined by each client) that related to work and school. Updates the employment plan quarterly or when there is a change in employment or education
- Assist participants in preparing job search portfolio; provides job search/career information workshops and presentations;
- Work closely with participants to improve job performance and gain necessary job skills or reviews other employment options;
- Maintain contact with employers during the participants' employment and reports results to appropriate staff
- Track participant activity and progress data
- Helps clients find and keep competitive employment that is consistent with their vocational

Qualifications

- Bachelor's Degree with at least four years of work experience is required; or, Master's Degree public administration/policy, education or related discipline is preferred.
- Significant Employment Readiness experience, knowledge of I.T. workforce development; Ability to be flexible and to work carefully and quickly to meet the demands of busy programs;
- Excellent oral and written communication skills;
- Proficient in Microsoft Word, Excel and Power-point
- Must be a team player and be able work with various faculty, and staff. Strong interpersonal skills and outstanding written and verbal communication skills;
- Must have initiative, be a self-starter, and have strong analytical skills.