
Job Title	Job Developer - NY Community Trust
PVN ID	BM-2408-006413
Category	Administrative Services
Location	BOROUGH OF MANHATTAN C. C.
Department	Center for Continuing Education
Status	Full Time
Annual Salary	\$60,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Nov 11, 2024 (Or Until Filled)

General Description

Borough of Manhattan Community College, Center for Adult Continuing Education is looking for a Job Developer to be a part of a holistic team who will provide case management and career services to help ensure 500 trainees complete courses and obtain jobs support.

The 18 - month grant funded initiative is made available by the New York Community Trust to implement the integration of comprehensive services and scholarships to support and sponsor trainees in BMCC courses and training programs to better prepare under/unemployed New Yorkers for jobs in high demand sectors.

The Job Developer will connect our students with high demand jobs in the technology and healthcare industry. Job Developer will serve as an employer engagement specialist to establish relationships and develop industry experiential learning opportunities leading to job placement. The role will also serve as a career coach providing 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 online positions and providing extensive retention support. The individual will be responsible for building 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.
- Participate in Outreach Efforts, Job Fairs, Advisory Board Meetings, Industry Panel discussions etc.
- Research, identify, engage, and negotiate with sector-based employers hiring for paid and non-paid internships, entry level and mid-level positions.

- Understand Allied Health and 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.,
- Conducts Allied Health and I.T. 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: Career Success Classes to 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 allied health, technology,
- professional business sectors to promote BMCC students for externship and job placement opportunities.
- Build employer job bank
- Work to secure industry partnerships with signed MOUs
- Coordinate the interview process with student and potential employer site for internship and job placement.
- 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.
- Collect industry ready resumes to market the student for internship/job placement opportunities. 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.
- Distribute and collect Student/Preceptor evaluations.
- Conduct evaluation of site locations.
- Track participant activity and progress data.
- Helps clients find competitive employment that is consistent with their vocational goals.
- Other duties as assigned.

Qualifications

- Excellent oral and written communication skills
- Cultural competence and experience working with diverse population.
- Proficient in Microsoft Word, Excel and Power-point
- Must be able to conduct instructor lead virtual workshops.
- 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.
- Ability to travel to BMCC Upper Manhattan location - CUNY In The Heights W.213 & Broadway.
- Schedule flexibility: able to work in-person 3 days a week and work remotely the remainder of the schedule, subject to change. Occasionally support evening and weekend program events.

Education:

- 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

Required Experience:

- Significant Employment Readiness experience, knowledge of Allied Health and I.T. workforce development; Ability to be flexible and to work carefully and quickly to meet the demands of busy programs.

The position is grant funded for 18 months from hire date.

To learn more about our college, please visit: www.bmcc.cuny.edu/ace