

Job Title: Job Developer

Job Type: Full-Time

Salary Range: \$40,000-\$55,000

Number of hires for this role: 2

About the Urban League Twin Cities (ULTC)

For more than 90 years, Minnesotans have looked to the Urban League as a source of strength in the community. From employment to education to engagement, the Urban League seeks to help African descendants strive for and achieve economic empowerment and self-sufficiency to build wealth that can be passed down from generation to generation.

We envision a future in which African descendants can be fully engaged, empowered and invested in the success and well-being of the Twin Cities metro area. The Urban League understands that the cultural heritage and assets of people of African descent are a rich resource of creativity, power and beauty.

We believe that a strong and systemic change is needed to transform our communities. The Urban League plays a vital role as advocate and thought leader for issues affecting African descendants in the Twin Cities.

About the Position

The Job Developer is responsible for developing permanent leads by engaging with employers, maintaining a job bank with entry and advanced level job openings, and placing program participants in employment. The Job Developer will assess participants' job skills, abilities, career interests and match participants with appropriate positions. Populations served include individuals transitioning from public assistance to work, individuals with limited English proficiency, non-custodial parent; ex-offenders, and other unemployed and underemployed job seekers.

Primary Duties & Responsibilities

- Work with case managers and job readiness instructors to assess participants' employment readiness
- Make appropriate employment referrals with minimum six-month employment retention goal - or two-year retention goals, depending on program contract
- Develop permanent employment opportunities for job seekers in employment and job training programs
- Develop relationships with employers within and outside of Hennepin County that benefit enrolled customers
- Report customer issues/barriers that arise during assessments/job placement referrals via shared computer reporting systems
- Document and submit appropriate customer referrals to the appropriate case manager
- Attend programmatic customer orientations and programmatic and organizational staff meetings
- Work with other job development staff to develop and share job leads
- Willingness to facilitate job search/networking workshop in a group setting
- Occasionally accompany customer groups to job fairs and/or canvas companies that offer job opportunities for targeted groups
- Able to occasionally flex schedule to accommodate programmatic needs
- Maintain scheduled appointments with customers, peers, and supervisors
- Complete weekly program outcome reports
- Demonstrate to employers the effectiveness and profitability of employing chronically unemployed persons by identifying jobs that workers could perform
- Communicate with employers regarding problems, complaints, and progress of recently placed applicants

and recommend corrective action

- Assist in development of axillary services to facilitate bringing disadvantaged applicants to job-ready status
- Inform business, labor, and public about training programs through various media
- Provide feedback and coaching to rejected candidates to address mistakes to enhance job search skills

Experience & Qualifications

- Associates Degree and at least 2 years' experience in job development/placement (preferred)
- HS Diploma/GED with at least 4 years' experience in job development and placement
- Expert time management skills and organizational skills
- Ability to coordinate with professionals from different backgrounds
- Skilled at establishing public relations and building up employment network
- Update knowledge about job openings in all sectors; ability to access all labor market information
- Excellent written and verbal communication skills
- Highly developed ethics, integrity, and emotional intelligence.
- Ability to interact with people of all ages, socio-economic and cultural backgrounds.
- Ability to coach and support people with diverse backgrounds and challenges
- Team player and ability to pivot and manage through change
- Strong interpersonal skills

Benefits

- 401(k)
- Health insurance (Medical & Dental)
- Paid time off
- Vacation and holiday paid time off
- Professional development assistance

NOTE: A waiting period may apply for some benefits.

Work location/Ability to Commute/Relocate:

- Employees of ULTC are currently working remotely due to the COVID-19 Pandemic.
- This position is located in Minneapolis, MN 55411; the successful candidate is expected and required to reside in the Twin Cities metropolitan area and work onsite at ULTC offices when ULTC remote working protocol is lifted.
- No relocation assistance is being offered for this position.
- All staff working onsite must submit proof of vaccination and booster, if eligible for booster, or submit acceptable documentation of a religious or medical exemption, in which case the employee must agree to weekly COVID-19 tests and weekly submission of proof of a negative test result.