



## Job Description

Employment Specialist and Job Developer  
(East Palo Alto Career Center)

### About JobTrain

Located on the Menlo Park/East Palo Alto border, JobTrain is a private job-training center and accredited school (accredited by the Western Association of Schools and Colleges - WASC). JobTrain offers an array of vocational training programs, and computer and ESL classes for in-school and out-of-school youth. Our vocational training classes, academic support, and employment readiness programs are primarily geared toward individuals needing assistance with overcoming significant academic, career and personal challenges to be successful in school and work arenas. Funded by a combination of federal, state, and private-sector grants, JobTrain's programs and services offer people an array of opportunities to move forward with accomplishing the first steps toward their educational and career goals.

### About the Position

The Employment Specialist and Job Developer is responsible for supporting the operations of the East Palo Alto Career Center and performing activities to help clients choose, get and keep gainful employment. This position is also charged with developing corporate relationships that will result in employment opportunities for our clients. This position is funded through a California Community Reinvestment Grant from the Governor's Office of Business Development. This position will focus on the communities of East Palo Alto, Belle Haven and North Fair Oaks as communities that have been negatively impacted by the War on Drugs. He/she establishes and maintains working relationships with employers, industry organizations, and public agencies to source job openings and secure employment and vocational training opportunities for clients. He/She evaluates individual's background, skills, and interest and matches to potential job openings or training programs. He/She coaches and prepares candidate for interview and entry into the workforce. Responsibilities include, but not limited to: Business outreach, marketing of services, connecting employers with clients, securing placements, ensuring retention and job success, and the development of industry-specific or sector partnerships. This is a  $\frac{3}{4}$  time position (30 hours per week) and reports to JobTrain's Chief Program Officer.

### Responsibilities include but are not limited to:

#### Employment Specialist

1. Field questions regarding available training and resources available at/with JobTrain and partnering organizations;
2. Assist job seekers with filling out a job application, and other job search needs;
3. Assist the job seekers in developing a resume and conduct mock interviews for the job seekers to help them get a real experience of facing an interview and answering spontaneously;
4. Coordinate and schedule workshops, classes and other activities that are facilitated or delivered at the East Palo Alto Career Center;
5. Input all client data in Salesforce;
6. Maintain professional appearance of the Career Center, including updating the job board;
7. Coordinate job development activities with other community-based organizations engaging in complementary activities to support client to choose, get and gainful employment;
8. Schedules daily prospecting/cold calls and face-to-face meetings with employers/employment recruiters;
9. Other related duties as required.

#### Job Development

1. Develop and maintain on-going relationships to expand contacts with business executives to enhance job development activities and responsibilities;

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2. Develop employment and internship/externships opportunities for clients, and works with the team of staff on placements;
3. Develop and maintain a database of business prospects, employers and related activity;
4. Evaluate client skills in meeting the employer's needs;
5. Coordinate and schedule employer volunteers to facilitate job readiness classes, career information sessions and hiring events;
6. Research labor market information to determine jobs and skills needs;
7. Attend internal and external meetings;
8. Coach and assist other staff in methods and strategies for engaging the business community and securing their support;
9. Search 80 or more jobs each month based on program's variable outcomes;
10. Develop job vacancies and information available to clients all in relation to work;
11. Ensure to secure ten or more placements every month based on program goals and metrics.

## **Qualifications**

### Experience:

- Three years experience in job development, client relations, recruitment, workforce development, employment and training or related experience in a nonprofit organization;
- Knowledge of job development and workforce development trends and strategies;
- Sales experience in the delivery of service such as staffing;
- Proficient computer skills (MS Word, Excel, Power Point, Outlook);
- Excellent written, verbal, organizational, and interpersonal skills.
- Ability to handle several tasks simultaneously;
- Ability to work with or without supervision;
- Ability to market services, cold call with prospect clients;
- Ability to facilitate classes and/or training sessions;
- Demonstrated ability to problem solve;
- Ability to work as part of a team;
- Ability to work with youth and adults from diverse economic, cultural, and ethnic backgrounds;
- Bilingual (Spanish) applicants are encouraged to apply.

Education: Completion of a Bachelor's Degree from an accredited college or university in business, marketing, psychology, or related field required. Master's Degree desirable.

Or

Completion of two years of college AND four (4) or more years as a Job Developer, sales, marketing or human resources professional.

Salary: DOE. Position includes medical, dental, and life insurance, as well as optional 403(b) plan.

### **How to Apply**

Interested candidates should submit a résumé and cover letter to [info@Jobtrainworks.org](mailto:info@Jobtrainworks.org). The position is now open and applications will be accepted until the position is filled. JobTrain is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, religion, ancestry, physical or mental disability, marital status, sexual orientation, national origin, or language in its employment actions, decisions, policies, and practices. Successful candidates must have legal residency and work eligibility in the United States (per INS Form I-9 instructions). **JobTrain will require the successful candidate to undergo a background check.**