

JOB DESCRIPTION

JOB TITLE:	Job Developer
REPORTS TO:	State Energy Sector Partnership Manager
DIRECT REPORTS:	None
FLSA STATUS:	Non-Exempt
SALARY BAND:	WDCSC Band A - \$19.23/hr

SUMMARY: The role of the Job Developer is to work closely with potential employers and participants of the State Energy Sector Partnership (SESP) program in providing job development and placement assistance. This will involve working individually with SESP participants and delivering career development related workshops on resume writing, interviewing, job search strategies, etc. This will also involve working closely with employers, the Snohomish County WorkSource System, training provider partner staff & faculty, other partnering agencies, and community based organizations. This program has been funded through December 31, 2012. This position will require regular travel to college sites, WorkSource sites, and employers. The Job Developer is expected to be available to meet at the Council office, WorkSource offices, and other partner offices as needed.

The Workforce Development Council is a recipient of multiple funding sources in addition to the Workforce Investment Act. Based on the knowledge, skills and abilities of employees and the business needs of the company, employees may be assigned additional duties as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Business:

- Conduct employer outreach and actively research potential job opportunities to increase employment placement for SESP participants.
- Identify and solicit commitments from possible sources of employment.
- Develop and maintain relationships with prospective employers in the Energy sector.
- Attend Energy Efficiency industry association meetings to maximize communications and gain a detailed understanding of the sector.

Participant:

- Provide SESP participants with individual job placement assistance. This could include: Resume writing, interviewing, job search tools and strategies, job referrals, job development and assistance with employment barrier resolution through referrals to appropriate resources.
- Provide SESP participants with job development related workshops. This could include: Resume writing, interviewing and job search tools and strategies.
- Assist participants with employment barrier resolution by identifying and troubleshooting potential barriers early and referring to appropriate resources.
- Work closely with training provider staff & faculty, employers and WorkSource staff to refer candidates to appropriate positions.

Other:

- Track and report all job development activities, workshops, placements and obtained employment to SESP Program Manager on a regular basis.
- Perform related duties as assigned.

ESSENTIAL SKILLS AND EXPERIENCE:

- Bachelor's degree in career development, education, marketing, psychology, communications, social services, or equivalent experience required.
- Demonstrated experience job development and job placement required.
- Previous experience developing relationships with perspective employers required.
- Ability to provide Career Coaching.
- Ability to develop and facilitate engaging career development related workshops in a group or one on one setting.
- Effective human services skills such as coaching, mentoring, supervision, client motivation, and tracking of such services required.
- Demonstrated sensitivity to diverse populations.
- Ability to personify a pleasant and friendly atmosphere to the general public, staff, management and Board of Directors.
- Ability to communicate effectively both orally and in writing.
- Must be self directed and motivated.
- Must be able to work effectively in a team.
- Proficient with computer and mobile computing technology including Wi-Fi, laptops, smart phones, Microsoft Office products, Google web based products, databases, etc.
- Ability to effectively transition between multiple work locations.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

Ability to perform a range of physical motions including but not limited:

- Frequently sits for extended periods while performing desktop activities.
- Repetitively uses hands and wrists on computers and telephone.

Dependable transportation is required as this position will involve regular travel between multiple worksites including but not limited to, training providers and WorkSource centers.