



# IRONBOUND COMMUNITY CORPORATION

## Job Description

Program Name	Ironbound Community Corporation		
Job Location	432 Lafayette Street, Newark NJ 07105		
Job Title	Job Developer		
Reports to	Financial Opportunity Center Program Director, Melanie Reyes		
Hours: 40 per week	FLSA Status <input checked="" type="checkbox"/> Exempt	Type of position: <input checked="" type="checkbox"/> Full-time Some evening and weekend hours	<u>Competitive Benefits:</u> Medical, Vision, 403B, Life Insurance, & Paid Time Off (eligible after 90 days of employment)

The Ironbound Community Corporation (ICC) was established in 1969 as a nonprofit organization whose mission is to engage and empower individuals, families and groups in realizing their aspirations and, together, work to create a just, vibrant and sustainable community. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1000 children and families every day with a wide range of programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives.

### ROLES AND RESPONSIBILITIES

#### Job Duties

- Assist community members to assess their job skills and coach them with the job application process
- Conduct one-on-one employment counseling sessions with community members; these sessions may require assistance in creating resumes, job searching (online, community outreach etc.), submitting job applications, conducting mock interviews etc.
- Meet/Exceed monthly job placement quota: 18 full-time placements at a cost of living pay rate
- Develop and facilitate all job readiness and basic skills trainings to enhance valuable job skills for job applicants
- Create flyers, brochures, and other marketing materials to advertise job placement services to the community
- Develop relationships with employers to establish and maintain our vast and diverse portfolio of employers to assist in placing our community members in worthwhile jobs
- Directly work with employers to identify open positions and job requirements that are suitable for qualified job candidates
- Develop a database of open job positions, training programs, conduct outreach marketing campaigns, and develop partnerships for career services with local community-based, faith-based, and business groups
- Plan and implement job fairs, liaison with local business community, and develop job opportunities for community members of the Newark, NJ area
- Schedule interviews and follow up with employers to facilitate job placements
- Maintain documentation of placement services rendered and retention verifications up to a period of 1 year
- Maintain up-to-date employment lead data on Salesforce Software Platform
- Directly communicate with program participants who were placed in jobs on a monthly basis to ensure retention benchmarks and to maintain relationships
- Keep current with employment trends and local community employment opportunities to better assist with job placements
- Note: Other Job Duties/Responsibilities may be assigned as needed

### JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

#### Qualifications:

- Experienced with building relationships and coordinating efforts with community development/workforce development and various community organizations to ensure program success
- Experience working with low-income communities, ability to work and communicate with diverse audiences; organizational partners, and business owners
- Demonstrated strong organizational skills and teamwork skills
- Proven track record of success with job placement activities and community outreach programs
- Minimum B.A. in a relevant field, or more than 5 years of relevant job development experience with a nonprofit
- Must have a valid New Jersey Driver's License in good standing and your own reliable transportation

#### Skills Required:

- Proficient in MS Office Suite- Intermediate Skill level in Word, Excel, Outlook, and PowerPoint
- Proficient in Sales Force Software or working knowledge of other database software products to manage data
- Excellent communication skills i.e. verbal and written skills
- Bilingual strongly preferred- English/Spanish; Portuguese a plus
- Must be able to prioritize and multi-task

**To Apply: Send Resume and Cover Letter to [hire@ironboundcc.org](mailto:hire@ironboundcc.org)**

ICC is an Equal Opportunity Employer and is committed to further building and maintaining a staff that reflects the full range and diversity of our community. We are looking for a diverse applicant pool and strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working class backgrounds to apply.