



Job Description

Job Title: Job Developer
Location: New York, NY
FLSA Status: Full Time, Non-Exempt
Classification: Professional
Department: Alianza **Program/Contract:** Youth Employment Programs
Reports to: Program Director
Supervisory Responsibilities: Yes No

Summary: Alianza Youth Services is a non-profit division of Catholic Charities which strives to strengthen academic achievement, health & wellness, artistic expression, and employment access to young people. Our goal is to provide youth between the ages of 14 – 21 with focused civic-engagement, career-readiness, and paid opportunities. This position will provide essential administrative, instructional, programmatic and supervisory support to the Program Director and assist with various projects to ensure efficient operations.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Initiates and maintains ongoing personal contacts with a variety of industry and community partners;
- Research internet, newspapers, agencies, and other resources for job leads;
- Collect data from employers related to job orders including job requirements and skills;
- Match job skills with participant qualifications;
- Refer qualified participants to employers and conducts necessary follow-up when participants are placed in positions;
- Assists participants in assessing their job skills for positions;
- Instructs in job seeking, application procedures, resume writing, interview preparation and job retention skills and attitudes;
- Monitors participant performance and counsels participants when performance is not satisfactory;
- Tracks participant activity and progress data;
- Work closely with Youth Employment Programs team to ensure program data, lists, and information is current;
- Maintain filing system of department paperwork and relevant program documentation;
- Assist with all contracts, foundation, and funding program reports, statistics, data, etc.
- Assist with preparations (materials, refreshments, etc.) for program meetings and events as directed
- Work closely with the Youth Employment Programs Director in the coordination of program operations, administrative tasks, and assisting with various projects throughout the year.

Position Type and Expected Hours of Work:

This is a full-time position. Days and hours of work are generally 9:00 AM to 5:00 PM, Monday – Friday. Additional hours may be required to meet program deadlines, or client needs.

Working conditions and physical demands required:

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Remain stationary at a workstation and use a computer at least 75% of the time.
- Travel at least 25% of the time using public transportation, traverse city streets; occasionally ascend/descend stairs and be exposed to outside weather conditions.
- Ability to operate standard office equipment i.e., copier, fax, scanner, postage machine and printer.
- Ability to use and respond to phone calls
- Ability to file client documents in cabinets and electrically.

Qualifications**Education and/or experience required:**

- HS Diploma/GED; Some college credit/courses are a plus,
- Minimum of three (3) years' related office experience.

Skills, Licenses, and/or competencies *required*:

- Bilingual, English/Spanish a plus
- Excellent interpersonal, communication and organizational skills
- Ability to be a team player, work independently and with diverse groups of people
- Ability to participate in community service initiatives if needed
- Computer literate.

Catholic Charities and Catholic Charities Community Services is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristics protected by law.