

JOB DEVELOPER

Requirement: 20+ hours per week

On-site: Office – 32 W. 92nd Street, NYC 10025

The Job Developer will assist clients with connecting with job opportunities and other economic resources.

Responsibilities:

- Meet with clients and assess their job and economic needs
- Provide referrals to clients
- Assist clients with resume preparation
- Work closely with Workforce1 and other partners to communicate job opportunities and follow-up with clients' progress
- Manage and track in-take (online/offline) information
- Maintain testimonial documentation and other statistical information
- Follow-up with clients
- Attend monthly partner meetings and PJN events
- Update website manager regarding new jobs, job fairs, job training opportunities, etc.
- Update bulletin board with new job opportunities and other job-related resources
- Provide quarterly statistics to Grant Writer and Executive Director

Requirements:

- Excellent verbal and written communication skills
- Experience working directly with families of diverse cultures
- Excellent analytical, planning, and organizational skills (e.g. developing tracking systems, timelines, work plans, etc.)
- Working knowledge of MS Word, Excel, Yahoo Mail and Internet research
- Ability to work independently as well as within a group structure

MISSION STATEMENT

The mission of ParentJobNet is to help educate, prepare and connect low- to moderate-income public school families with job opportunities and other economic resources to empower them to build financial security and peace of mind for their school-age children.