



Job description

Position title: Job Developer - Youth Job Connections

Reporting to: Manager, Youth Employment Services

Position Summary:

As a member of the NEW Employment Services team at Newcomer Women's Services Toronto, the Job Developer/Workforce Specialist will deliver placements and coaching under the Youth Job Connections program to multi-barriered newcomer and/or racialized women and youth (15-29).

Duties and Responsibilities

- Conduct client assessments to accurately match skills and interests to appropriate employment opportunities
- Gain access to the hidden job market through outreach and networking with employers to provide marginalized youth clients with interesting and dynamic job leads, identify at least 8 hidden job leads per month
- Act as a business consultant to find ways to serve both employers and clients in a mutually beneficial manner which will lead to sustainable employment
- Identify and broker new community partnerships to increase the availability of wraparound services for the clients of NEW
- Attend monthly community based job developer meetings
- Meet monthly service targets as determined by management in compliance with funder expectations
- Negotiates, develops and monitors successful placement agreements with employers that lead to an employed outcome for placed clients
- Develop and maintain employer database, prepare employer documents and files, track client's progress and case manage, maintain statistical and financial information for reports as required
- Administer employer contracts; ensure employer meets all contractual obligations and manage 'flow through' of employer incentives by documenting all activities in both internal and external reporting systems
- Plan, develop and deliver workshops for employers based on demand and clients based on needs assessment
- Work with the job development team in developing marketing strategies to source employers with job openings
- Visit employers on-site and clients on the job to monitor placements

- Work with employers and clients to resolve any on placement issues to ensure a successful placement and sustainable employment

Team Contributions and Expectations

- Participate in training and orientation of new staff, practicum students and volunteers as required
- Attend workshops and training as recommended by NEW
- Take an active role in the upkeep of staff areas and offices
- Promote the principles of diversity and equity in all work related duties, wherever applicable
- Participate as a responsible member of the agency
- Participate on committees as needed

Qualifications

- Experience in working with and facilitating workshops to youth and young adults, managing group dynamics
- An effective ability to ask fact finding questions, build rapport with employers, negotiate and advocate for clients
- 3 years equivalent work experience in recruitment/job development is preferred
- Strong knowledge of workers rights
- Highly adaptable and able to build rapport and act as an ambassador to NEW
- Ability to prioritize workload, manage time effectively and coordinate multiple activities
- Commitment to an anti-oppression framework and a willingness to support the socio-economic advancement of newcomer and/or racialized youth
- Second language is an asset – Mandarin, Arabic, Tamil, Cantonese or Spanish.

Salary will commensurate with experience. Benefits commence after the successful completion of a 3 month probation period. This position is open to both internal and external candidates. Please send CV and resume to syd@newcomerwomen.org.

No Phone Calls Please.