



## BROOKLYN WORKFORCE INNOVATIONS

**Title:** Job Developer

**Status:** Non-Exempt

**Program:** Brooklyn Networks

**Employee Type:** Temp FT, 35/week

Brooklyn Workforce Innovations (BWI) helps jobless and working poor New Yorkers establish careers in sectors that offer good wages and opportunities for advancement ([www.bwiny.org](http://www.bwiny.org)). BWI seeks a motivated individual to work as a full-time Temporary Job Developer for Brooklyn Networks, a six-week training program designed to move low-income New Yorker into good careers in teledata installation. The Job Developer will also provide placement services to graduates of BWI's New York Drives program.

### Responsibilities

- Job development and career advancement services for Brooklyn Networks program graduates.
- Develop job leads and match program graduates.
- Provide counseling to program beneficiaries one-on-one and in groups to assist in developing career goals, job search strategies and interviewing skills.
- Facilitate job readiness and world-of-work training workshops.
- Provide job training, job retention and career advancement assistance to program participants and alumni.
- Document placement activity, including verification of employment and job retention and advancement.
- Manage and enter graduate data and case notes in BWI's customized database tracking participant and program progress. Produce reports as needed.
- Prepare graduates for interviews through mock interviews and individual interview coaching.
- Participate in candidate selection process including conducting assessment interviews, program tryouts and final class selection.
- Additional duties as assigned.

### Qualifications

- Excellent communication and relationship-building skills.
- Highly organized and detail oriented.
- Excellent data management and computer skills (Windows, Word, Excel, Database & Internet).
- Friendly, professional demeanor. Demonstrated ability to work well independently in a fast-paced office.
- Experience working with low-income populations required.
- Enthusiasm and respect for working with low-income adult population.

**Compensation:** Hourly Wage DOE. January start date preferred. Duration approximately 3 to 6 months.

**To Apply:** E-mail cover letter and resume to: Tammy Burgess, Assistant Director, Brooklyn Workforce Innovations, Email: [tburgess@bwiny.org](mailto:tburgess@bwiny.org), Only resumes accompanied by a cover letter will be considered.

***BWI is an equal opportunity employer***