

**PRE SUMMER Youth Works Temporary Position: (2) Job Developer**

January 6, 2020 – June 27, 2020

Temporary without Benefits: 5 days @ 35 hours a week/ 7 hours

Salary: \$ 18.00 per hour

**Position Overview**

This is a youth development position, working with young people that defines goals (outcomes) based on capacities, strengths and developmental needs of youth. Work involves providing full marketing service to employers and employability services to the youth participating in the Career Connections and Youthworks Private Sector programs.

**Essential Functions:**

- Markets Career Connections and Youthworks Private Sector programs to employers and develop jobs for in and out-of-school youth served by youth services.
- Markets and develops customized training opportunities for Career Connections and Youthworks Private Sector Youth participants and negotiates subsequent contracts and agreements with employers and training vendors.
- Contacts employers in various industries throughout the area to obtain jobs for youth ages 16 – 21.
- Documents youth friendly job opportunities on a job order form completed by the employer.
- Develops five (5) or more new youth friendly jobs per week, and provides job order to YouthWorks Private Sector Business Coordinator.
- Updates the YouthWorks system, and or the Google Doc for accurate account of complete youth cycle
- Screens and matches Career Connections and Youthworks Private Sector Youth participants with employment opportunities based on their skills, work experience, hobbies and interests.
- Coordinates with Job Coach to arrange job interviews for qualified youth, as well as recommends/refers youth to customized training or other appropriate employment activities.
- Coordinates and conducts employer activities (i.e. Job fairs, mass recruitment sessions, employer round tables, job specific pre-screening workshops).
- Uses social media and other tools to acquire new youth friendly employment opportunities, and meets new prospective employers in-person.
- Documents, all participant and employer contact, activities and outcomes.
- Maintains a posting of current job openings.

**Key Attributes:**

- Ability to establish and maintain effective working relationship with clients, employers, co-workers and representatives of other organizations.

- Ability to communicate effectively, orally and in writing, and to analyze written reports and materials.
- Knowledge of the purpose, functions and scope of MOED policies and procedures.
- Knowledge of the principles and practices of personnel selection as it is practiced in the public and private sector.
- Ability to interpret, apply and explain Federal laws, regulations, and policies governing MOED programs.
- Ability to make persuasive presentations, and to produce accurate detailed and well documented proposals.
- Must be computer literate and familiar with word processing, spreadsheet, or database applications (i.e. MS Word, Excel, etc.)

**Required Education & Experience:**

- Education equivalent to completion of two years of college at an accredited college or university.
- Four years of sales experience or experience in employment, training, or related fields, which require a high degree of marketing the program or services. Preferably two years which are counseling and job placement experience.
- Or, any equivalent combination of acceptable education and experience.

**Special Requirements:**

- Maryland driver's license and daily access to an automobile.
- Criminal Background Investigation.
- Standard work hours for this position are Monday through Friday 8:30am – 4:30pm
- Availability to work evening and weekends as required.

**Interested applicants may submit their resume via email**

**[resumes@oedworks.com](mailto:resumes@oedworks.com).**

**Please place Job Title in the subject line.**

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