



Job Developer Job Posting Announcement

Posting Date: January 11, 2021

Compensation: \$19.00/hr.

Dates of Employment: January 25, 2021 thru June 25, 2021

Location: Hybrid ~ Telework & Onsite at 100 West 23rd Street Baltimore, Maryland 21218

About City of Baltimore, Mayor's Office of Employment Development:

The Mayor's Office of Employment Development (MOED) coordinates and directs workforce development initiatives responsive to the needs of Baltimore City employees and job seekers in order to enhance and promote the local economy. At MOED, we view our mission broadly to deliver *economic justice to our city!* To us, economic justice means creating an equitable workforce system for all residents – especially those who have been generationally and systemically disadvantaged – one that is responsive to their needs and ensures viable economic opportunities. Our vision is for every City resident to maximize his/her career potential and all employers have the human resources to grow and prosper – *a workforce system that works.*

Baltimore YouthWorks Summer Jobs Program is one of the largest summer jobs initiatives in the nation. For the past 5 years, the goal has been to offer 8,000 City youth an opportunity to work and earn wages during the summer months. Built on the unspoken expected reality that a large percentage of black and brown youth would have unequal access to a summer job because of structural and institutional racism, YouthWorks prioritizes those most impacted – youth receiving public assistance, low wage families and youth connected to the Department of Juvenile Service.

Position Overview:

This is a youth development position, which is an approach to 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 Duties and Responsibilities:

- Markets YouthWorks Private Sector programs to employers and develops jobs for in and out-of-school youth served by youth services in both a virtual and in-person setting as applicable.
- Contacts the applicable number of employers either in-person or virtually, as applicable to attain at least (5) new employers per week for the YouthWorks Private Sector program.
- Markets and develops customized training opportunities for YouthWorks Private Sector youth participants and negotiates subsequent contracts and agreements with employers and training vendors for both virtual and in-person work opportunities.
- Arranges job interviews for qualified youth, as well as refers youth to customized training or other appropriate employment activities.

- Coordinates and conducts employer activities (i.e. Job fairs, mass recruitment sessions, job specific pre-screening workshops).
- Assist in preparation and coordination of YouthWorks Private Sector job readiness workshops with the youth either virtually or in-person
- Maintains a posting of current job openings.

Knowledge, Skills and Abilities:

- 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.
- Ability to speak and converse with multiple sized audiences either in-person or virtually as applicable
- 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 detailed and organized, and able to work with high proficiency independently when required.
- Proficiency in various virtual communications platforms such as WebEx, Zoom, Google Meets and Microsoft teams
- Must be computer literate and familiar with word processing, spreadsheet, or database applications (i.e. MS Word, Excel, etc.)

Minimum Required Education and 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:

- Reliable transportation to travel to participant worksites
- Access to a computer or laptop with a microphone and camera and high-speed internet capabilities
- Ability to pass a mandatory criminal background check and drug screen
- Ability to work hybrid scheduled: onsite two days & virtually three days; subject to change in accordance to CDC and government compliance.
- Standard work hours for this position are Monday through Friday 8:30am – 4:30pm, some Saturdays and evenings may be required.

Interested applicants may apply via this [link](#).

City of Baltimore, Mayor's Office of Employment Development is an Equal Opportunity Employer and Service Provider