



Building better lives. One job at a time.

JOIN US TO HELP OUR COMMUNITY!

JVS Los Angeles offers hope and opportunity to our diverse community through job training, education and expert career guidance, transforming lives and empowering individuals to achieve dignity and independence.

JOB DEVELOPER

Job Description and Duties:

The following is a list of primary job responsibilities for the GAIN Job Developer. The list is intended to be general and may change.

1. Develops and maintains relationships with community agencies and the county business community.
2. Provides job development and placement activities by identifying job opportunities and listing meetings with local employers, the Employment Development Department and other related agencies.
3. Maintains a comprehensive job board of available employment opportunities.
4. Trains staff on the use of community resources, community groups, and the business community.
5. Functions as a case manager, when the need arises due to staff absences or increased caseloads.
6. Conducts job-seeking skill workshops that train participants to identify opportunities in the employment community and secure employment effectively.
7. Assesses participant knowledge, aptitude, skills, attitudes and experience for work, and applies appropriate counseling techniques for career guidance.

Qualifications and Position Requirements:

Bachelor's degree from an accredited college or university OR – an AA degree and two years of caseload experience. OR an AA degree and two years of employment counseling experience – or two years of employment counseling experience in a GAIN environment; two years of experience in job development and placement and/or personnel or employment counseling; experience in marketing employers and working with the business and professional community, comprehensive knowledge of the local employment market and labor market needs; experience in working with culturally and linguistically diverse and disadvantaged populations in a courteous and effective manner, competency in the use of personal computers, including word processing and spreadsheet programs, such as Microsoft Word, Excel, and Lotus Notes; excellent organizational, interpersonal, written, and verbal communication skills; ability to perform comfortably in a fast-paced, deadline-oriented work environment; ability to successfully execute many complex tasks simultaneously; and the ability to work as a team member as well as independently.

Physical Requirements

Must be able to operate standard office equipment.

Education/Certification/Licensure

EOE, good benefits

Please send your resume to hrgain@jvsla.org Put on subject line: GAIN-JD