

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: **E/BFSC 3-2012**

POSITION: **JOB DEVELOPER**

OPENING DATE: **01/27/2012** CLOSING DATE: **02/10/12** OPEN UNTIL FILLED: _____

SALARY: **Commensurate with Experience**

FLSA STATUS: **NON-EXEMPT**

EMPLOYMENT STATUS: **Full-time** Temporary Part-time

EMPLOYMENT PREFERENCE: To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit evidence of residency at the time of application. Preference **will not** be granted unless the evidence is made at the time of application. Additional consideration will be given to qualified residents in the E/BFSC target area.

MISSION: To Strengthen Families and Build Vibrant Communities in Washington, DC.

E/BFSC provides family-centered work readiness and placement services to Temporary Assistance for Needy Families (TANF) customers, under an agreement with the District of Columbia Government.

BRIEF DESCRIPTION OF DUTIES:

Under the direct supervision of the Program Director, the TANF Employment Program Job Developer will build professional relationships with the employer community and leverage these relationships to create a pipeline of job openings. S/he will work closely with Case Managers to place customers in work slot opportunities and unsubsidized employment. S/he will continue to develop and implement E/BFSC's job development and placement strategies by developing and maintaining ongoing personal contacts with private, public, non-profit and religious organizations to promote and create opportunities for placing TANF customers; explaining the financial benefits to the employer and outlining the employment supports and retention services that will be provided to the TANF customer after he/she is hired. The Job Developer will make contact with employers to match available job openings with customers' interest/abilities and leverage relationships with employers to actively develop specialized work slots that can become bridges to full-time employment opportunities.

QUALIFICATIONS REQUIRED:

- A minimum of a Bachelor's Degree from an accredited U.S. college or University; or
- A minimum of five years of experience conducting job development and placement activities

SKILLS and COMPETENCIES REQUIRED:

- Strong and successful work slot and job development and placement track record
- Established relationships with employers in the Washington Metropolitan area
- Effective verbal and written communication skills
- Strong organizational and time management skills; attention to detail a must
- Demonstrated computer literacy and highly proficient at using Microsoft Office
- Knowledge of TANF customers and the challenges they typically face
- Demonstrated cultural competence and responsiveness
- Demonstrated commitment to service and the needs of families and communities
- Ability to work well in a fast-paced professional environment

Candidates must have a valid driver's license, copy of driving record and proof of valid auto insurance. Must obtain a FBI, Police and Child Abuse Registry Clearance; be available during evenings and weekends, and must provide health certification and proof of TB screening test.

HOW TO APPLY

Candidates must submit resumes to Human Resources at resume@ebfsc.org or fax via 202-832-9401