

JobStart, a nonprofit agency serving the GTA since 1980, provides a range of employment, training and settlement services to a diverse group of job seekers including adults, foreign trained professionals, newcomers to Canada, persons with disabilities, women, youth and students at three locations in Toronto. We also provide a range of recruitment services for employers. *Our Mission:* JobStart empowers clients and employers to maximize their potential through participation in a variety of career and personal growth programs and services.

Job Title: Job Developer – Youth Job Connection (YJC) Program
Bargaining Unit Position – Full Time Position

Supervisor: Manager, Programs and Services

Location: 219 Dufferin Street.

Purpose of the Job: To support youth ages 15-29 with multiple barriers to long-term employment. This position will assist with employment planning, employment related workshops job coaching, job matching and job placements with placement incentives. Responsible to build and maintain successful relationships with employers/mentors to connect clients with job opportunities, monitor placements and ensure job retention and appropriate on-the-job mentoring support. Collaboratively work in an integrated team model.

Key Responsibilities:

- Develop and implement a marketing plan, proactively contact local employers to seek out job placement/work experience opportunities, build a network of employers- meet regularly with Participants and placement employers throughout the Project; negotiate employer incentives and individual supports as appropriate
- Liaise with YJC Job Coach to identify client interest and abilities; provide job matching, job development support
- Assist in development and delivery of job workshops, organize on site speakers from business sector
- Assess the workplace's appropriateness and safety; monitor job placements and provide ongoing support meeting contractual targets of 75% clients remain employed 3 months after placement end date
- Workplace coaching to support successful work experiences placement activities, monitor wage subsidies
- Documenting client/employer files, case management, conduct appropriate and regular follow-up activities with program participants, and maintain employer/client activity service statistical and financial information for monthly reports and stipend/subsidy claims
- Evaluate work sites to ensure safety standards, appropriate training conditions; assess employer eligibility and work place capacity to provide positive work experience
- Organize job fairs, information sessions and employer events on a regular basis
- Recruit mentors in the workplace to provide on the job mentoring support
- Meet or exceed all other required contractual, client and/or agency requirements
- Assist with administration, marketing, other duties as required to support contract and agency strategic plan

Qualifications:

- Degree or Diploma in Human Resources, Career/Employment Counseling, Sales/Marketing, or related program
- Demonstrated 2 years sales/ marketing, recruitment and/or job development experience placing at risk youth; plus a proven track record to achieve predetermined target for number of employed outcomes is a must
- Proven sales record, knowledge of labour market trends and strong negotiation, financial management skills

- Advanced skills utilizing all Microsoft Application including Excel and PowerPoint
- Excellent communication, customer service, organizational, time management skills
- Ability to work in a team setting, goal oriented and task driven
- Well organized, team player who is able to take initiative, manage change/transitions with the ability to prioritize, multi-task and meet targets and deadlines
- Valid driver's licence and unlimited access to a vehicle an asset
- Crisis Intervention, First Aid, Occupational Health and Safety, workplace accommodation certification, assets

Hours of Work: 35 hours per week (evening hours are required and weekend hours maybe required)

Approximate Start Date: November 27, 2017

Salary: \$51,130 per annum

Closing Date: November 17, 2017

Send Letter of Khadija Ellis, Manager, Programs and Services

Interest and Resume to: Fax: 416-253-2727 JDresumes@jobstartworks.org (**NO PHONE CALLS PLEASE**)

The above statements are intended to describe the general nature and level of work applicable to this position and are not intended to be an exhaustive list of all responsibilities, duties and skills required

JobStart welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. JobStart strives to represent the diversity of the community in our hiring practices.

Only those who meet the qualifications above will be considered for this position and invited to an interview.