



Position **Job Developer (FT)**
Starting Pay: **\$27.00 - \$29.00 DOE**
Deadline: **Open Until Filled**

COMPANY OVERVIEW

Constructing Hope's mission is to rebuild the lives of people in our community by encouraging self-sufficiency through skills training and education in the construction industry. We provide a no-cost, ten-week construction training program to eligible participants, job placement services, and career advancement support. We serve minorities, people coming from incarceration, and low-income adults. Our youth summer camp provides skills, motivation, and construction career pathways. Constructing Hope's goals are to: (1) help the long-term unemployed attain sustainable careers, (2) increase workforce diversity, (3) reduce recidivism, and (4) meet hiring needs in the construction industry.

THE POSITION

The Job Developer position is an integral part of the Constructing Hope Pre-Apprenticeship Program team and is responsible for providing job development services and mentorship to trainees and program graduates.

Responsibilities include:

Developing long-term relationships with potential employers and apprentice programs within the construction trades. Creating job placement opportunities for program participants. Providing career counseling, career placement and retention services including matching graduates with employers and apprentice programs.

Data Management of all client program activity and progress to produce a variety of reports in conjunction with funded training programs, grants and/or other program reporting requirements, on a monthly, quarterly, or yearly basis.

Representing the organization to community and attending community meetings needed to facilitate job development goals.

Additional Responsibilities may include public speaking, teaching resumes, cover letter and portfolio skill, assisting with the administration of drug testing of trainees, and other duties as assigned.



MINIMUM QUALIFICATIONS

Applicants must have:

High School Diploma or GED (some post-secondary education preferred)

Two (2) years of experience working in or with construction trades

Experience developing and maintaining relationships with employers and/or a variety of organizations or businesses to develop job opportunities.

Experience coordinating job readiness and job placement activities.

Experience with computers and electronic data management, including knowledge of Microsoft applications such as Word, Excel, Teams, and/or use of other data systems to track program activity and produce a variety of reports regularly.

Experience working with individuals from diverse communities and/or who are impacted by the justice system.

Must be able to work independently as well as collaboratively with the Construction Hope team and its' partners.

TO APPLY:

Please send your resume, a cover letter indicating how you meet the Minimum Qualifications, and three references to careers@constructinghope.org

Constructing Hope is an Equal Opportunity Employer and Substance Free Workplace.

Applicants may be asked to complete a drug screening, criminal background check or other testing procedures as necessary for completion of the hiring process.