



405 NE Church St., Portland, OR 97211  
503-281-1234  
www.constructinghope.org

**ORGANIZATION:** Constructing Hope

**POSITION TITLE:** Job Developer – On-Site

**ABOUT US:**

Constructing Hope means that we are in the business of rebuilding 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, placement services, and career advancement support. We serve minorities, people coming from incarceration, and low-income adults.

**DIVERSITY, EQUITY, AND INCLUSION:**

Constructing Hope is committed to creating and maintaining a workplace in which all employees can openly participate and contribute to the success of the organization and are valued for their skills, experience, and unique perspectives. This dedication is embodied in our policies and business practices and is integral to the success of our mission.

**LOCATION:** 405 NE Church Street, Portland, Oregon 97211

**HOOR REQUIREMENTS:** Full-Time

**WORK SCHEDULE:**

Monday – Thursday [IN-PERSON]: 7:00AM-11:30AM, 12:30PM-4:00PM

Friday [Remote OPTIONAL]: 7:00AM-11:30AM, 12:30PM-4:00PM

\*Some evenings and weekends may be required – with prior notice

**NECESSARY JOB REQUIREMENTS:**

- Bachelor's degree or 3 years job placement related experience.
- The ability to guide and develop others to improve their performance and achieve their goals.
- The ability to adjust quickly to new situations, environments, and changing priorities.
- The ability to ask questions, actively listen, and find creative solutions to problems.
- The ability to establish and maintain positive relationships with colleagues, participants, and partners.
- The ability to offer support, problem-solving, and recommendations to participants dealing with various challenges.
- Attending meetings as assigned by the Manager or Senior Job Developer.
- The ability to assist with event planning and management.
- Proficiency in public speaking and teaching skills to others.
- Proficiency in Microsoft Office Suite and using smartphones and laptops.
- Willingness to assist with urine analysis drug tests: handout and receive cups.
- Have reliable transportation for local travel during work hours.
- The ability to drive 12-15 passenger vans.

**PREFERRED QUALIFICATIONS:**

- Knowledge about the Trades, including union and non-union labor practices within the construction trades
- Two years or more of experience working in or with construction trades
- Experience working with individuals impacted by the justice system

**PHYSICAL DEMANDS & WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential duties.

- Moves regularly throughout the day in an office environment.
- Prolonged periods sitting or standing at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Transports items occasionally, up to 15 pounds.
- Communicates regularly throughout the day via email, messages, and phone calls.
- Performs repetitive tasks such as typing or data entry.
- The typical noise level is very loud.

**TRAVEL REQUIREMENT:**

This position requires infrequent (up to 5% of the position) travel related to the job duties above. Travel will primarily consist of day trips.

**BENEFITS & COMPENSATION:**

\$28.00 - \$30.00/hour, DOE

Medical, Dental, Paid Leave, Retirement – Simple IRA

**HOW TO APPLY:** Please submit a cover letter and resume to [careers@constructinghope.org](mailto:careers@constructinghope.org) with the subject line, “On-Site Job Developer.”

**INTERVIEW PROCESS:**

- There will potentially be two rounds of interviews, virtual or in-person, with one to four staff members.
- You will receive the interview questions in advance of the interview.
- You are welcome to use notes in the interview.
- Communication will primarily be via email, but phone calls and/or text messages may occur.
- If you apply, you will be contacted with results.