



## Job Description

**Position title:** Youth Job Developer  
**Reporting to:** Manager, Employment Programs

### Position Summary:

As a member of the NEW Employment Services team at Newcomer Women's Services Toronto, the Job Developer/Workforce Specialist will be expected to be involved in all aspects of delivering Employment Ontario services to all members of the community, with an emphasis in supporting the needs of newcomer and/or racialized youth aged 15-30.

### Duties include:

- Conduct client assessments to accurately match skills and interests to appropriate employment opportunities, **manage a case load of up to 30 youth per month**
- Gaining access to the hidden job market through outreach and networking with employers to provide youth clients with suitable job leads, **identify at least 5 hidden job leads per month**
- Meet monthly service targets as determined by management **in compliance with funder expectations**
- Continuously identify and analyze trends in the labour market and the employment needs of our clients to develop effective job matching strategies for marginalized youth
- Negotiates, develops and monitors successful placement agreements with employers that lead to an employed outcome for placed clients
- Develop and maintain employer database, prepare employer documents and files, track client's progress and case manage, maintain statistical and financial information for reports as required
- Administration of employer contracts; ensure employer meets all contractual obligations and manage 'flow through' of employer incentives by documenting all activities in both internal and external reporting systems
- Plan, develop and deliver workshops for employers based on demand and clients based on needs assessment
- Works within the guidelines and policies of both the organization and its funders
- Work with the job development team in developing marketing strategies to source employers with job openings
- Visiting employers on-site and clients on the job to monitor placements
- Facilitate resolutions for customer satisfaction issues that may impact a successful outcome for job placements
- Collaborates with employment team members and with staff agency-wide across all programs within the organization to deliver its mission

**Team Contributions and Expectations:**

- Participate in training and orientation of new staff, practicum students and volunteers as required
- Attend workshops and training as recommended by NEW
- Take an active role in the upkeep of staff areas and offices
- Promote the principles of diversity and equity in all work related duties, wherever applicable
- Participate as a responsible member of the agency
- Participate on committees as needed

**Skills and Qualifications:**

- Human Resources/Business Administration/Marketing degree or diploma from a recognized institution or 3 years equivalent work experience in recruitment/job development is preferred
- Highly adaptable and able to build rapport and negotiate effectively
- Ability to prioritize workload, manage time effectively and coordinate multiple activities
- Commitment to an anti-oppression framework and a willingness to support the socio-economic advancement of newcomer and/or racialized youth
- Must have valid license and reliable access to a car
- Second language is an asset – Mandarin, Tamil, Cantonese or Spanish.

This is a full-time position with an annual salary of \$46,000. Benefits commence after the successful completion of a 3 month probation period.

Please send resume and cover letter by **April 21<sup>st</sup> 2014 5:00 pm** to **human\_resources@newcomerwomen.org**

***No Phone Calls Please.***