
**Community Career Development, Inc.
Department of Human Resources
Job Description**

Job Title: Job Developer/BDA (Business Development Associate) – Veterans
Department: Business Services
Reports To: Program Manager
FLSA Status: Exempt
Approved By: Human Resources

JOB DESCRIPTION

The Job Developer/BDA will be required to develop relationships with individuals searching for jobs as well as develop business relationships with employers. This position involves career counseling, the ability to instruct and work with veteran job seekers on developing a resume, preparing the veteran job seeker for interviews and instructing on other job preparedness skills. The position also involves developing, maintaining and expanding a network of contacts with employers to help identify and source qualified candidates.

The Job Developer/BDA will work with various programs, services, and partners of the agency in an effort to meet outcome goals as set by the City, County, State, and Federal funding agencies. Additionally, this position involves coordinating with partners and sponsors in the development and implementation of marketing/outreach strategies, organizing, and coordinating specialized workshops, business expos, job fairs, and other activities. The Job Developer/BDA must be a strong team player with a dedicated work ethic, and will confer with management, supervisors, and staff to identify customer needs and employment opportunities. The Job Developer will be required to interview applicants to obtain work history, education, training, job skills, and salary requirements.

DUTIES AND RESPONSIBILITIES

- Have thorough understanding of Workforce Innovation Opportunity Act (WIOA) guidelines/requirements as it pertains to participant eligibility and program operations.
- Develop a network of business contacts and linkages with EDD, veterans' groups/non-profit organizations, business enterprise zones and economic development offices to develop job leads in demand occupations having growth potential.
- Create and close job opportunities for qualified participants relative to their educational training and/or previous work experience. Follow-up required.
- Meet performance and outcome goals as set by the City, County, State, and Federal funding agencies.
- Create and maintain Individual Training Accounts (ITA), On-the-Job-Training (OJT) employment opportunities, and Work Experience (WEX) opportunities, for our qualified participants relative to their educational training and/or previous work experience. Follow up required.

- Effectively identify participant's employment needs through good judgment and interview techniques.
- Maintain updated case notes on each participant and update placement end of database. Provide data reporting of participant activity as needed.
- Interviews employers/clients to determine needs.
- Provides assistance and guidance relating to the interview process.
- Develops job opportunities for clients and acts as a liaison between the employer and clients.
- Conducts employer outreach as needed.
- Case manage participants enrolled in Veterans program.
- Conducts follow-up evaluations for placement, both with the client and the employer.
- Maintains employer and client files.
- Maintains timely documentation and reports according to state/federal funded program guidelines.
- Provides referrals to community partner/agencies/resources as necessary.
- Follows labor market trends to identify industries or occupations with growth in openings and employment potential.
- Conduct program presentations to participants, collaborative partner agencies, business contacts and/or other groups as necessary.
- Attend Training and/or Meetings when scheduled.
- Other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

EDUCATION AND/OR EXPERIENCE:

- Bachelor Degree in relevant field and/or 2 years successful Job Development experience for a similar organization or in social work; non-profit experience preferred.
- Experience working with veterans.
- Must be detail oriented and have the ability to write clear, concise, professional case notes (excellent communication and organizational skills).
- Must be able to read and write effectively to follow and understand procedures and communicate necessary information (excellent communication and organizational skills).
- Must be flexible, reliable, dependable and able to work in TEAM environment.
- Ability to use good judgment, interview techniques and interpersonal skills.
- Strong working knowledge of Computers and Software Programs.
- Excellent communication skills are required, both verbal and written.

WORKING CONDITIONS:

Performing duties may require spending the majority of the day standing, sitting, walking up and down stairs and/or driving back and forth to off-site locations. Reliable transportation

and a valid driver's license and insurance are a must. This position also requires that you be able to work well under stress and meet deadlines.

ADAPTABILITY/FLEXIBILITY

Responds positively to change, embracing and using new practices or values to accomplish goals and solve problems. Recovers quickly from setbacks, and finds alternative ways to reach goals or targets. Copes well and helps others deal with the ongoing demands of change; sees and shows others the benefits of change.

COMPETENCIES

Individuals must exhibit a polished and professional demeanor at all times. Show interest in, anticipate, and respond timely to customer needs. Go beyond basic service expectations. Seeks ways to improve service delivery. Recognizes adverse customer reactions and develops better alternatives.

All position assignments are subject to performance evaluation, funding source availability, and agency needs.

HOW TO APPLY

Send a cover letter and resume to apply@communitycareer.org for consideration with "VETERANS JOB DEVELOPER/BDA" in the subject field. Recruitment for this position will end upon receipt of a sufficient number of resumes or until position is filled. Only those applicants with the most relevant qualifications and knowledge will be invited to participate in the oral interview. No phone calls please.