



WORCESTER COMMUNITY ACTION COUNCIL, INC.
The Antipoverty Agency for Central Massachusetts
484 Main Street, 2nd Floor ♦ Worcester ♦ Massachusetts ♦ 01608-1810
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Job Developer, Job & Education Center, Full Time, 37.5 Hours

Worcester Community Action Council, Inc. is seeking a qualified professional for a full time (37.5 hours) open position in our Worcester location's Job & Education Center (JEC). This position requires extensive contact with the public and private sectors to develop job openings for program participants. The Job Developer must possess excellent customer service skills and be able to create and maintain business partnerships to build a network.

Qualifications:

- Bachelor's degree preferred; related experience considered.
- Demonstrated skills in job development.
- Attention to detail and accurate paperwork essential.
- Strong written and oral communication skills.
- Good interpersonal and organizational skills.
- Must be proficient in Microsoft Office and have a working knowledge of researching and applying for jobs online.
- Must be able to multitask and work in a busy environment.
- Ability to work effectively and cooperatively with staff and clients from diverse cultural, educational and socio-economic backgrounds required.
- Experience working with at-risk youth preferred.
- Ability to maintain confidential information.
- Bilingual ability preferred.

Special Certification or Documentation:

- Ability to successfully complete a CORI/SORI review.

Duties and Responsibilities:

- This position will require interaction with business partners, the Worcester Regional Chamber of Commerce and City of Worcester Executives. The Job Developer must be able to interact with professionalism and exhibit excellent customer service skills.
- Meet with representatives of the public and private sectors to develop job opportunities and employment experiences for JEC participants.
- Develop relationships and partnerships with Worcester Public Schools, Quinsigamond Community College and other agencies that serve youth.
- Maintain a database of business partners and work requirements specific to their place of business.
- Work with partner agencies to place youth in subsidized work positions.
- Have a working knowledge of YouthWorks, Shannon Community Safety Initiative, Safe and Successful Youth Initiative and other youth employment programs that the JEC may participate in.
- Recruit, screen and meet with JEC participants. Be able to identify someone's strengths and interests and assist them with their work readiness preparation.
- Conduct outreach and recruitment efforts for the YouthWorks youth employment program. Work with the Youth Employment Coordinator and Director of the JEC to coordinate the summer YouthWorks youth employment program.
- Work with the JEC team to find employment opportunities and/or experiences for at-risk and proven risk youth.
- Monitor worksites for compliance with all applicable state, federal, and program rules and regulations.
- Meet with participants regularly to discuss job related concerns, responsibilities and participant/supervisor relationships.
- Support the JEC team as needed. Other duties may be assigned by the Executive Director.

Send cover letter and resume specifying position to: Human Resource Department, Worcester Community Action Council, Inc., 484 Main Street, 2nd Floor, Worcester, MA 01608 or via email to hr@wcac.net. AA/EOE. **Resumes must be received by March 17, 2017.**