Job Developer—Part Time

Action for Children is seeking an individual to join our team of parent education professionals working on our Father Factor program. You will work with the fathers on an individual basis, assisting with implementation of a personal job plan. You will draw on your experience with workforce development, vocational assessment, job search strategies, resume writing and interviewing skills; as well as knowledge of the community and its various resources.

Major responsibilities include:

- Identifying and developing specific job opportunities that match the participants’ skills, work experience, related training and interests
- Screening and matching participants with employment opportunities based on their skills, work experience and interests
- Establishing and maintaining relationships with employers who are willing to hire program participants
- Ensuring that participants are prepared to engage successfully in interview process with employers - includes customizing participants’ resumes to fit identified opportunities and coaching on interview skills
- Providing ongoing support and retention services to employers and program participants after placement
- Scheduling prospecting calls and face-to-face meetings with employers
- Achieving program goals as agreed
- Documenting, consistently and accurately, in real time, all participant and employer contact, activities and outcomes

Qualifications include:

- Bachelor’s degree in Social Work, Counseling, Education, Business or related field
- Previous experience in sales, marketing, employment counseling or job development
- Understanding of job development strategies and labor market trends in a range of occupational fields
- Demonstrated ability to present material to individuals and groups
- Knowledge of local business landscape helpful
- Ability to work with individuals of various backgrounds and cultures
- Proven ability to maintain timely and accurate records/data for program reporting
- Proficiency with technology and experience with Microsoft Office Suite
- Bilingual English/Spanish preferred (not required)
We seek an individual with the ability to conduct outreach and to market participants and the program. You will have demonstrated strong skills in written and verbal communication, building rapport, analysis and problem-solving. You must be committed to the success of the program and the team, dedicating the time necessary for team meetings and agency events. This is a part time, twelve hours per week position, with flexibility in determining the regular schedule.

**HOW TO APPLY**

Interested individuals should send a resume and cover letter outlining how they meet the specific requirements of the position to Human Resources, Action for Children, 78 Jefferson Ave., Columbus, OH 43215 or jobs@actionforchildren.org. No phone calls please. Action for Children is an equal opportunity employer.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note, the selected candidate will be required to submit to our background and reference checking process.