

JOB DEVELOPER

Under the direction of the Business & Employment Manager, the Job Developer will work with a staff team, key partners, and employers to assist adult jobseekers within vulnerable populations (e.g. veterans, disabled, re-entry, homeless) to develop job-readiness skills, enter and maintain placement within living-wage careers. The Job Developer will work to strengthen the local workforce sectors by increasing the employability and placement opportunities of jobseekers while simultaneously cultivating business relationships and providing employers with skilled applicants. Upon career placement, they will provide participants with follow-up services for one-year after exit, close all cases, and coordinate with career coaches to ensure streamlined and timely services. The Job Developer will execute a coordinated, client-employer focused approach within the Integrated Service Delivery (ISD) model that positively impacts the jobseeker, employer, organization, and community at-large.

The Job Developer will track and document all services provided to clients and employers as well as progress towards all grant outcomes. They will also enter, organize, and maintain accurate data, reporting, and main files for all participants to successfully meet all grant outcomes. The Job Developer will coordinate and collaborate with all WDD staff, other departments within CRCD, and outside partners/employers to ensure effective and streamlined services and delivery. The Job Developer will also support the organization's 5-year strategic plan and work closely with management to ensure alignment and consistent progress towards those goals.

- 40% of time will be providing job-readiness hard skill development services such as resume prep, placement, retention, and follow-up services for jobseekers 1-year after exit
- 40% of time cultivating and maintaining employer partnerships leading to living wage jobs from direct placements, hiring events, etc. as well connecting with various employer networks
- 15% of efforts will be dedicated to entering, organizing, and maintaining accurate data, reporting, and main files for all participants aligned and leading towards successful grant outcomes, including administrative and compliance responsibilities
- 5% of time will support management and the entire WDD team with assessment, planning, and improvement of the service delivery model and its execution

ESSENTIAL DUTIES & RESPONSIBILITIES

Position roles and responsibilities include, but are not limited to:

- Utilize various recruitment strategies, including social media and virtual platforms, to engage the community, partners, and other CRCD departments to recruit and intake adult jobseekers within various vulnerable populations (e.g. veterans, re-entry, disabled, homeless) into WorkSource Center services
- Provide approximately 100+ adult jobseekers with career planning job-readiness (hard skills) training; placement support into high growth industries; employment retention and follow-up services one-year after exit; and final case closure

PERFORMANCE & GRANT MONITORING SPECIALIST

The Workforce Development department supports CRCD's mission of being a result-driven organization that provides high-quality programming to youth, residents, and businesses in South Los Angeles. Under the direction of the Director of Workforce Development, the Performance and Grant Monitoring Specialist is charged with monitoring grant scope of work implementation, performance measurement understanding, grant kick-off and execution, and other procedures in accordance with all contract requirements and supporting CRCD's integrated service delivery model and client-centered approach. Performance and Grant Monitoring Specialist will support grant rollout and monitoring for all workforce development grants and programs at CRCD and will play a primary role in ensuring all programmatic performance is monitored for successful implementation.

ESSENTIAL DUTIES & RESPONSIBILITIES

Grant Review

- Review all grant scope of work, performance measures, participant eligibility, and reporting guidelines.
- Provide weekly grant scope of work requirements to the Director of Workforce Development and Chief Program Officer (CPO).
- Verify grant performance measure matches the application announcement and application measures.

Grant Implementation/Kick-Off

- Prepare and present grant kick-off tools within 48 hours of full grant execution.
- Establish and maintain electronic and hard copy files for each grant funded project with the Workforce Development Department.
- Develop, review and revise performance indicators that are duplicated across multiple grants
- Creating, reviewing, and refining results frameworks and logic models
- Attend funder/stakeholder meetings that reviews provider performance.
- Work with the Director to establish internal performance measure benchmarks and timelines.
- Work with L&E to monitor grant modifications and report progress to the Director.

Application Development

- Participate in grant application processes to track CRCD proposed objectives and benchmarks.
- Serve as the Director liaison when the person is not available to attend an application meeting. This will require taking notes, capturing action items, and reporting to and from the Director.

PERFORMANCE & GRANT MONITORING SPECIALIST - CONTINUED

ESSENTIAL DUTIES & RESPONSIBILITIES - CONTINUED

Performance Monitoring

- Conduct weekly performance reviews for all active grants supporting Workforce Development.
- Provide the Director with weekly summary reports on grants that require immediate attention or corrective actions, based on dashboards provided by the Learning and Evaluation Department.
- Reviewing performance data, including baseline data collection and performance indicator data, and remind the Director of data quality and utility of all data.
- Provide the Director with monthly subcontractor performance reports.
- Promoting the use of data for evidence-based, programmatic decision-making.
- Review reporting calendars to provide the Director and management team with real time reminders.

Grant Closeout

- Assist in preparation for external monitoring visits, reviews and audit, and cross-site evaluations.
- Assist the Director with monitoring corrective action goals and performance.

MINIMUM QUALIFICATIONS

- **Bachelor's degree in related field; or minimum four years of related experience without formal education**
- **At least 2 – 4 years' experience in providing job development, staffing or business services in non/for profit organizations**
- **Experience, comfort, and desire to work with various vulnerable populations such as re-entry, homeless, veterans, disabled, low-income, etc.**
- **Basic proficiency in Microsoft Office (Word, Excel, Ppt)**
- **Basic proficiency in data tracking systems and tools (e.g. MIS)**
- **Strong organizational skills to manage large caseload, data, and reporting duties**
- **Demonstrated ability to work on multiple projects simultaneously, meet deadlines**
- **Reliable, flexible team player who works well with minimal supervision, has a good work ethic, and can set and maintain personal boundaries**
- **Demonstrated knowledge of participant community resources & services**
- **Reliable transportation, valid driver's license, and car insurance as required by law**