



Buy Position: Job Developer (FT)  
Starting Pay: \$21.00 - \$23.00/DOE  
Deadline: **February 28, 2020 by 5pm**

## COMPANY OVERVIEW

Constructing Hope's mission is to rebuild the lives of people in our community by encouraging self-sufficiency through skills training and education in the construction industry. We provide no-cost, ten-week construction training programs, placement services, and career advancement support. We serve minorities, people coming from incarceration, and low-income adults. A youth summer camp provides skills, motivation, and construction career pathways. Constructing Hope's goals are to: (1) help the long-term unemployed attain sustainable careers, (2) increase workforce diversity, (3) reduce recidivism, and (4) meet hiring needs in the construction industry.

## THE POSITION

The Job Developer position is an integral part of the Constructing Hope Pre-Apprentice Program team and is responsible for providing job development services and case management for trainees and program graduates. **Responsibilities include:**

**Developing** long-term relationships with potential employers and apprentice programs within a wide variety of employers within the construction trades to develop placement opportunities  
Providing career counseling, career placement and retention services including matching graduates, employers and apprentice programs.

**Data Management** of all client program activity and progress to produce a variety of reports in conjunction with funded training programs, grants and/or other program reporting requirements, on a monthly, quarterly or yearly basis.

**Representing** the organization to community and attending community meetings needed to facilitate job development goals.

## MIMIMUM QUALIFICATIONS

**Applicants must have:**

**High School Diploma or GED**

**Two (2) years experience working in or with construction trades**

**Experience** developing and maintaining relationships with employers and/or a variety of organizations or businesses to develop job opportunities

**Experience** coordinating job readiness and job placement activities



**Experience with electronic data management**, including knowledge of Microsoft applications such as Word, Excel, and/or use of other data systems to track program activity and produce a variety of reports on a regular basis.

**TO APPLY:**

Please send your resume and cover letter indicating how you meet the Minimum Qualifications listed above to **[patd@constructinghope.org](mailto:patd@constructinghope.org)**

**Constructing Hope is an EEP and Substance Free Workplace.**