

UNION SETTLEMENT

JOB ANNOUNCEMENT

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: SYEP Job Developer
Department: Youth Services
Reports to: SYEP Program Director
Hours: Part-Time (20hrs/week)
Rate: \$20.00 per hour
FLSA: Non-Exempt

Position Summary:

The SYEP Job Developer delivers high quality workforce development solutions across all sectors while ensuring quality assurance throughout all aspects of SYEP cycles created. The Job Developer will support career goals for young adults, ages 14-18, that have been identified participants by the High School to participate in the SYEP Initiative. The position also requires considerable use of customer relationship management with placement sites, labor market information, motivational, mentoring, career assessment planning and coaching skills in order to enhance participants' experience of Career pathway exploration.

Responsibilities:

- Build relationships with participants in order to construct bridges to identifying career options.
- Develop relationships with employers and organizations in East Harlem and neighboring areas with ongoing staffing needs through networking, cold calling, face to face meetings with potential employers, and other priority sectors.
- Design and facilitate employment workshops related to the labor market, resume writing and interview skills and DOE curriculum.
- Develop placement assignments consistent with the training program and skills of participants.
- Document placement outcomes and milestones in accordance with DYCD.
- Create a fun, thought provoking program environment developed around a strength-based learning approach grounded in youth development principles.
- Attend external meetings, conferences, workshops, and other networking opportunities to promote agency visibility.
- Maintain participant files and case notes as needed.
- Conduct ongoing market research to determine areas of high employer demand.
- Attend and participate in scheduled Platform, Leadership and Youth Services staff meetings.
- Additional duties as assigned by the SYEP Director.

Qualifications:

- Some college or higher in a related field with 2 years of experience.
- Demonstrated employment counseling or job development experience required.
- Demonstrated experience in working high school youth.
- Knowledge of job development strategies required.
- Knowledge of labor market trends in a range of occupational fields (professional, skilled, semi-skilled, and industrial).
- Ability to outreach, network, and market participants and program.
- Ability to motivate participants toward full-time employment.
- Excellent interpersonal skills.
- Excellent organizational, verbal, and written skills.
- Excellent computer skills.
- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.
- Familiarity with the East Harlem community preferred, but not required.
- Demonstrated understanding of the employment challenges facing minority youth in underserved communities.
- Bilingual (English/Spanish) a plus.

To Apply:

Please send Cover Letter, Resume, References, and Salary Requirements to:
youngadultservicescareers@unionsettlement.org

Please indicate Job Developer in the subject of email.

UNION SETTLEMENT IS AN EQUAL OPPORTUNITY EMPLOYER