

### **CCEO YouthBuildJob Developer – Gateways to Green Building Program (GGB)**

Century Center for Economic Opportunity, Inc. (CCEO) is a private non-profit organization that offers a leadership development training program (YouthBuild) and provides affordable housing to economically disadvantaged communities in the Los Angeles area.

The Job Developer shall report to the Executive Director and is responsible for identifying and developing employer relationships, identifying job opportunities for our GGB graduates, assisting CCEO's staff with "soft skills" training, and be responsible for at least 5 job placements per month. Job development and placement activities should be concentrated in the building trades industry, green jobs industry, weatherization and other relevant employers/industries.

#### **GENERAL DUTIES AND RESPONSIBILITIES:**

1. Provide direct job development and placement services to the GGB graduates of CCEO. All duties and responsibilities presented below are to be coordinated with CCEO's Job Developer, Ms. Hillary Tribbs
2. Identify and develop excellent working relationships with Union apprenticeship programs (Laborers, Carpenters, etc.) utilities, municipal employers, green builders, temporary placement agencies, construction contractors, etc.
3. Make personal presentations about CCEO's training programs; employer meetings, group presentations, etc.
4. Work with businesses/employers to identify job openings, alternative work activities and training initiatives
5. Assist employers in recruiting, interviewing and hiring qualified candidates
6. Work closely with Career Counselors/Case Managers at One Stop Centers/WorkSource Centers to facilitate job placements
7. Maintain a current listing of local job opportunities
8. Perform follow-up of CCEO GGB graduates placed to evaluate their progress
9. Perform follow-up with employers where GGB graduates are placed to evaluate employee's progress and to determine satisfaction with CCEO's services and plan for quality improvement
10. Work with employers to develop customized employee training (OJT) programs
11. Perform other duties are assigned.

**Minimum Qualifications:**

*Bachelors degree from an accredited college or university or equivalent experience.*

- Knowledge in labor market trends and the ability to match employers with qualified job applicants.
- Commitment to customer-focused service delivery system and at least one year social work or career counseling experience.
- Ability to gather information, conduct orientation, workshops, interviews and counsel customers.
- Knowledge of applicable federal, state and local laws and regulations.
- Knowledge of the local community resources and public relations.
- Ability to use personal computer for correspondence, emails, reports and data entry.
- Good interpersonal skills, excellent written and verbal communication.
- Ability to work effectively with minimum supervision and manage competing priorities.
- Ability to exercise sound judgement in making effective decisions and in problem solving skills

**Compensation:** Salary to be determined based upon skills and qualifications. part-time, no more than 29 hours per week.

Please email resumes to: [andy@centurycenter.com](mailto:andy@centurycenter.com) subject line: Job Developer