Business Services Representative/Job Developer

Salary: $4,072 - $5,718

The Position: Under general supervision, Job Developers market, develop, outreach, and cultivate job openings with hiring managers, human resources personnel, and business owners for immediate and direct hiring of adults, dislocated workers, and/or youth with various employment and educational backgrounds, including ex-offenders; market job seekers by visiting employers, participating in job fairs, cold calls, research, follow-ups, etc.; match adult, dislocated workers, and/or youth job seekers to employers; screen potential applicants; directly arrange/coordinate interviews with job seekers and hiring managers, etc.; handle high volumes of job seeker industry questions, screening, recruiting, and problem solving; communicate with an abundance of employers, business owners, community leaders and hiring representatives for purposes of hiring individuals; carry out management's directives/decisions regarding program planning and the delivery of services; work effectively with clients in evaluating career options, selecting appropriate training programs and developing individualized training and employment service plans; evaluate clients' progress and appropriateness of employment; provide employment preparation and retention activities, follow-up services, and general employment coordination duties; prepare and maintain accurate reports; and participate in client/program team meetings, conferences, and training activities. Conducting off-site assessments, eligibility screening, and service delivery is required, and performing other related duties as necessary within the WIA and other employment and training programs.

Filing Date: Recruitment for this position will end January 27, 2012, or upon receipt of sufficient qualified resumes. For consideration, please e-mail your resume to the following address: wcole@sbwib.org. Only those applicants with the most relevant qualifications and knowledge will be invited to participate in the oral interview.

Minimum Requirements: Graduation from an accredited college or university with a Bachelor's Degree in Social Sciences, Business, Public Administration, or a related field; at least one (1) year of experience in the delivery of social service programs/job training and development (experience may be substituted for education on a year-for-year basis). Computer literacy, a valid California Driver's License and reliable transportation are required.

Testing: An oral interview (weighted 100%). Only those applicants with the most relevant qualifications and knowledge will be invited to participate in the oral interviews.
Due to the large volume of applications we typically receive, only the most qualified applicants will be invited to participate in the examination process.

Special Notes: 1. Disabled applicants requiring special testing arrangements should contact the South Bay Workforce Investment Board at (310) 970-7700, prior to the final filing date.
2. The Immigration Reform and Control Act of 1986 requires all new employees to show proof of their legal right to work in the United States at the time of hire; original documentation is required as proof.
3. As a condition of employment, candidates may be required to pass a drug screening, and fingerprinting process.
4. Proof of valid California Driver's License will be required if the operation of a motor vehicle is required in carrying out the duties of the position along with reliable transportation.

EQUAL EMPLOYMENT OPPORTUNITY POLICY:
The South Bay Workforce Investment Board Inc. is an Affirmative Action/Equal Employment Opportunity Employer. We are committed to providing all individuals equal opportunity in employment regardless of age, sex, race, national origin, religion, color, ancestry, marital status, sexual orientation, physical condition, physical or mental disability, or military service veteran status. Women, minorities, and disabled individuals are encouraged to apply.