

# GREYSTON

## **JOB DEVELOPER SPECIALIST**

Greyston creates thriving communities through the practice and promotion of Open Hiring® and addresses some of the most disruptive issues facing our country today—inequality and recidivism—through human capital innovation. We are a hybrid organization providing job opportunities at our bakery located in southwest Yonkers where we produce over 40,000 pounds of brownies a day. Greyston provides not only the chance for individuals to overcome barriers that are keeping them from finding and maintaining employment, but also access to critically needed social services such as mental health screenings and crisis intervention. For more information, please visit Greyston's website at [greyston.org](http://greyston.org).

Under the direction of the Director of Workforce Development, the Job Developer Specialist is responsible for successfully matching and placing qualified participants of the Workforce Development Program in the business community. The successful Job Developer Specialist will have proven experience identifying and developing strategic business relationships with various businesses in the community in order to make solid job placements with the participants in Greyston's Workforce Development Training Program. As the Job Developer Specialist, you will take the lead in the development of new business relationships and opportunities that support and increase our Company's awareness of providing work-ready, trained candidates at no cost to the employer. You will also continue to strengthen existing relationships with businesses by knowing their company's culture and anticipating their upcoming needs in providing them with no cost job placement, retention, and support to both employer and participant.

### **KEY RESPONSIBILITIES:**

The successful candidate will be highly knowledgeable about the methods of job development, client placement, and appropriate verification and follow up methods and confident about meeting monthly placement goals/quotas. Collaborate with hiring managers within the community to address and plan for current and upcoming staffing needs. Responsible for job development, placement, and retention activities and provide weekly reports of job development activities. Initiate cold calls to potential employers to develop and maintain job bank, initiate, and maintain ongoing personal (including face-to-face) contact with a variety of business and industry representatives to promote job placement for program graduates. Develop jobs and network by attending employer job fairs, workshops, meetings and presentations. Work with participants to create a formal Independent Employment Plan (IEP). Instruct job applicants in presenting a positive image by providing help with personal appearance, interview skills, interview prep immediately prior to scheduled interview. Refer qualified applicants to employers after ascertaining all information pertinent to the job. Conduct necessary follow-up with applicants who are hired and provide constructive feedback to those who interview but are not hired by employer. Maintain effective electronic and hard file documentation for all job development, case management and retention responsibilities; maintain case notes for each

client. Provide post-placement follow-up with clients at required benchmarks. Evaluate employers to assess if ongoing business relationships remain viable.

### **REQUIREMENTS:**

- High School Diploma or GED, Associates preferred
- 2 years job developing experience
- Intermediate Microsoft Word, Excel, PowerPoint
- Valid driver's license and reliable transportation to be able to travel to various clients.

### **BENEFITS:**

We offer a competitive salary and excellent benefits package including medical, vision, prescription, dental insurance, company paid life insurance, long-term disability, flex spending, generous paid time off, 401k, commuter benefits and employee assistance program.

### **EEO STATEMENT:**

Greyston is committed to creating equitable employment opportunities for all individuals. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

If you want to make a difference and deliver meaningful change and have significant experience and a proven track record in job developing and fostering strong alliances with the business community and want to join an exceptional, growing non-profit organization as a Job Developer, please send a resume and cover letter, including salary requirement, to **jobs@greyston.org**.

Salary range \$45k – 49k depending on experience.