



**Position Title: Job Developer (Mt. Vernon NY,
Westchester County)**
Salary Range: \$36K to \$40K

Do you enjoy working toward set goals but in your own way? If you are a self-starter who can market yourself and others, consider working for The Center for Employment Opportunities (CEO). CEO is an organization that provides employment services to individuals with criminal convictions. We are establishing a small satellite office in Mt. Vernon, NY (Westchester County) and need an Job Developer who has the drive, ambition and single-mindedness to make this project a success. The role of the Job Developer is to develop jobs for program participants and manage their employment cases. The successful candidate **must** possess exceptional organizational skills, **must** be able to multi-task; **must** be able to self-motivate and **must** have a relentless drive. If you are an independent & adventurous person who can work autonomously, then we invite you to join our team.

At CEO, we value your creativity and offer you flexibility in meeting organizational goals. Your people skills and good decision making can make a positive difference for CEO's clients and the local business community.

Our success will be dependent upon your ability to prospect for business through networking events, referrals, cold-calling and to convert prospective employers into new accounts. Our success will be dependent upon the energy and commitment that you bring to bear each and everyday on behalf of our clients.

Essential Functions:

The essential functions include, but are not limited to, the following:

- Servicing and establishing accounts, building relationships, and obtaining job orders in Mt. Vernon and nearby areas of Westchester County and New York City (Bronx).
- Establishing and maintaining frequent contact with program participants
- Maintaining activity and results reports, i.e. daily call reports and weekly work goals
- Maintaining a targeted list of potential and current employers
- Conducting targeted job search campaigns to place clients
- Meeting placement quotas consistently
- Monitoring participants' attendance and program participation in order to provide encouragement or corrective measures when needed.
- Documenting consistently and accurately all participant and employer contact in a computerized case management system
- Performing other job-related duties and responsibilities as may be assigned from time to time.

Threshold Requirements:

Must be keyboard and mouse friendly

Must be able to market the experience and skills of client in light of convictions

Must be able to manage customer and client cases and resolve their issues

Must be comfortable working with clients with criminal records

Must be able to hit the ground running!

Must be very familiar with Mt. Vernon and greater Westchester County; established employer contacts a plus;

Minimum Qualifications:

Sales/marketing experience with a Bachelor's Degree or previous experience as a Job Developer; English/Spanish language skills a plus; individuals with a creative background are encouraged to apply.

Proficiency Qualifications:

Ability to work in a high energy environment; Excellent interpersonal, verbal and written communication skills. Good computer skills. Ability to communicate effectively with people of diverse cultures and backgrounds. Commitment to the mission of CEO.

To Apply:

Please send a letter explaining your interest in the position and qualifications for it, along with a resume to:

Thailia Elcock-Bowen
Center for Employment Opportunities
32 Broadway, 15th floor
New York, NY 10004
Email: tebowen2525@yahoo.com
Fax: 212-248-4432

In the subject line, please note: Job Developer (Mt. Vernon, Westchester County)

We invite you to visit us at www.ceoworks.org to learn more about our history of successfully helping individuals with criminal convictions find permanent employment in the private sector.

CEO is an Equal Opportunity Employer.