



Position Title: Job Developer
Salary Range: \$36K to \$48K plus cyclical bonuses for exceeding program outcomes.
Reporting Relationship: Assistant Director of Workforce Development

A long established non-profit seeks experienced job developers in Westchester and NYC to help formerly incarcerated individuals find employment in the private sector. If you are you outcomes driven and if you are a self-starter who loves a challenge, come join the Center for Employment Opportunities (CEO). CEO has a proven and nationally recognized reputation for finding jobs for individuals with criminal convictions.

Essential Functions:

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

- Developing participant centered job placement opportunities
- Prospecting/cold calling employers to place clients
- Servicing and establishing accounts, building relationships, and obtaining job orders
- Maintain a targeted list of potential and current employers
- Meet quotas consistently
- Consistently and accurately document, in real time, all participants and employer contact into a computerized case management system
- Performs other job-related duties and responsibilities as may be assigned from time to time.

Threshold Requirements:

Must be knowledgeable of NYC labor market needs

Must be able to convince potential employers to hire the formerly incarcerated

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

Must be comfortable working with clients with criminal records

Minimum Qualifications:

Ability to work in a high volume, high energy environment; Sales/marketing experience; previous experience as a Job Developer preferred; English/Spanish language skills a plus; good PC skills a must

To Apply:

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

Sandi Rosenthal

Director of Workforce Development

Center for Employment Opportunities

32 Broadway, 15th floor

New York, NY 10004

Email: humanresources@ceoworks.org

Fax: 212-248-4432

No phone calls please!

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.