

**Next Step Center**  
**A Division of Vietnam Veterans of California, Inc.**

**Job Description**

**Job Title: Job Developer**

**Job Summary:** The Job Developer role is a temporary, part-time, contract position at the Next Step Center (NSC) located in Menlo Park. The Job Developer will expand Employment and Training Services in various industries through community development with training providers and industry employers. The individual in this position reports directly to the Director of Employment & Training Services and stays in close contact with the Site Director. The position will require travel throughout the NSC service area in San Mateo and Santa Clara Counties. This role is grant funded and the contract may be extended as long as funding is available and NSC is in need of job development services.

**Job Duties:**

- 1) Assess labor markets as they relate to employment trends and opportunities
- 2) Determine and implement job development strategies tailored to benefit NCS clients
- 3) Ensure that performance goals relating to job placements, retentions and trainings are achieved
- 4) Engage the business community in all NSC programs
  - a) Develop and maintain relationships with employers and seek job opportunities tailored to the needs of NSC clients
  - b) Develop and maintain close relations with industry representatives who are experts on local market conditions
  - c) Build and maintain partnerships with similar workforce development and staffing organizations
  - d) Plan, coordinate, and conduct employer outreach and business events with partner agencies as benefiting NSC clients
  - e) Attend networking events and other groups involving employer outreach activities
- 5) Link businesses to hiring incentive programs and assist businesses in addressing worker needs
- 6) Work closely with NSC Case Managers in helping clients pursue employment opportunities
- 7) Work in a team environment with other NSC staff to ensure smooth service and implementation of individual employment plans for clients
- 8) Performs other duties as assigned

**Major Requirements and Education:**

- Knowledgeable of local labor market trends and conditions
- Familiar with employers in the target communities
- Excellent public speaking and presentation skills
- Strong sales and business development skills preferred
- Experience working with veterans and/or populations with extreme barriers a plus
- Ability to work independently and with a team under minimal supervision
- Demonstrated strong organizational skills
- Reliable transportation with a valid Driver's License and current Automobile Insurance
- Strong Microsoft Office application skills
- U.S. Veteran status a plus
- Bachelor's Degree and at least two years relevant work experience

**Offering:**

Part time, temporary, non-exempt contract position. Annual salary range: \$35 /hr to \$45 /hr. EOE.

To apply, please visit [www.vietvets.org](http://www.vietvets.org) and follow the instructions under Employment Opportunities. Mail hard copy of the cover letter, resume and application to...

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