

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents”; our **Mission** is “Uniting People with Opportunities.”

**UPO is committed to** attracting and retaining outstanding and diverse staff who will enhance our engagement and **service** in our communities.

**UPO Workforce Institute (WFI) is seeking an energetic and experienced individual to join our dynamic team. The ideal candidate must be a self-starter able to work in a fast paced, ever changing work environment, a team player and able to work independently with minimal supervision. This future employee will be expected to deliver a high level of customer support and service to both internal and external WFI customers. The final candidate will need to have the right complement of skills and personality.**

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at [www.upo.org](http://www.upo.org) to view all of our vacancies and to learn more about our company and services.

<b>POSITION:</b>	<b>Job Developer</b>
<b>OFFICE/DIVISION:</b>	<b>Workforce Institute</b>
<b>BULLETIN No:</b>	<b>03112018</b>
<b>SALARY RANGE:</b>	<b>\$45,000-\$48,000 annually (Commensurate with experience)</b>
<b>OPENING DATE:</b>	<b>11/29/2018</b>
<b>CLOSING DATE:</b>	<b>Open until filled</b>
<b>FIRST SOURCE:</b>	<b>N/A</b>

**MAJOR DUTIES:**

Establish progressive partnerships with employers in the District of Columbia in Order to develop job placements for UPO customers. Design and implement employer engagement initiatives which include: marketing, solicitation and door-to-door recruitment to cultivate and maintain employer partners.

**BRIEF DESCRIPTION:**

Responsible for placing at least 9-10 UPO customers in jobs full and/or part-time positions per month. Conduct employment-related workshops in groups and individualized settings to matching customer’s interests and skills to employment. Develop Individual Employment Plans (IEP) with customers, which outline the steps to obtain and maintain employment. Participate in planning job fairs for UPO customers, including recruiting 8- 10 employers, assisting other staff with the job fair set-up and event facilitation. Coordinate the “Employers Appreciation Celebration” events to honor employers that work with UPO customers. Locate and join local workforce and job coalition partnerships and attend relevant meetings. Collaborate with other job developers in the UPO system, for employment leads and employer-engagement strategies.

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**Job Developer**

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**MINIMUM QUALIFICATIONS:**

Bachelor's degree in business, marketing, vocational counseling or a related field with 3-5 years of experience, or 8-10 years of experience in employment programs and job development. Proven track record in employment placement for the under-served. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds. Ability to effectively use Microsoft Office programs and electronic time keeping program. Possess effective organizational and professional communication skills, both written and verbal. Ability to work some evenings and weekends. Computer literate including MS Office and data management systems.

**DESIRED QUALIFICATIONS:**

Bilingual/Spanish; Master's degree in business, marketing, vocational counseling or a related field.

**OTHER REQUIREMENTS:**

In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, and pre-employment drug screening as applicable for the position.

**This position IS covered under the collective bargaining agreement.**

**To apply for this position, please submit your cover letter and resume to [upojobs@upo.org](mailto:upojobs@upo.org) or fax these documents to 202/319-3237.**