



## Job Description LifeWorks! Job Developer

**Reports To:** LifeWorks! Program Director

**Position Status:** Full-Time Non-Exempt 40 hrs/wk

**Position Description:** The Job Developer secures employer partnerships and coordinates employment opportunities for individuals with criminal records. The ideal candidate will be able to clearly articulate a strong commitment to fair chance hiring, have demonstrated experience in workforce development or recruiting as well as understand the challenges faced by individuals re-entering the workforce with criminal conviction histories or after periods of incarceration.

### Duties and Responsibilities:

- **Employer Engagement:** Develop and maintain relationships with employers to create job opportunities for individuals with criminal records.
  - Explain incentives and interview techniques to hiring managers and/or HR staff
  - Follow up with second chance employers who interview program graduates to answer questions and discuss interview results
- **Job Placement:** Assist program graduates in identifying employment opportunities and match them with appropriate positions.
- **Client Support:** Provide one-on-one support to program graduates, including networking, resume building, interview preparation, and ongoing career coaching.
  - Coordinate and participate in weekly employment networking sessions to share/discuss job leads
  - Provide follow up and retention services to program graduates hired by second chance employers
  - Design a job coaching and retention plan for program graduates with input from the LifeWorks! team
- **Collaboration:** Work closely with LifeWorks! client advisors to ensure holistic support for program graduates.
  - Work with LifeWorks! client advisors to discuss and support special needs program graduates might have (basic necessities, interview attire, etc.)
- **Data Management:** Track client progress and employment outcomes, maintaining accurate records in Salesforce for reporting purposes.



- o Maintain a database of second chance employers in order to track program outputs (enrollment, participation, etc.) and outcomes (placement, retention, etc.)

**Qualifications:**

- Minimum Associate's Degree or equivalent experience in job placement services, recruiting or workforce development
- Demonstrated experience in reentry, human services, transitional services or related field
- Understanding of the barriers faced by individuals with criminal records
- Strong communication and interpersonal skills with demonstrated ability to build and maintain relationships with diverse stakeholders (employers, corporate human resources, nonprofit agencies, clients, etc.)
- Strong verbal and written communication skills with demonstrated ability to generate written correspondence to send to stakeholders
- Ability to work effectively with people in a culturally competent manner
- Ability to recognize limitations and respond to difficult situations with tact and discipline
- Must be self-motivated and organized with a demonstrated ability to work independently
- Must have demonstrated proficiency with computers, including, but not limited to: Google Workspace, Microsoft Word, Excel, PowerPoint, virtual meeting platforms, etc.
- Valid NC Driver's License
- Salesforce CRM experience is a plus
- Ability to personalize and articulate CCT's vision and mission

Qualified candidates should submit a cover letter with salary requirement and resume to: [admin@centerforcommunitytransitions.org](mailto:admin@centerforcommunitytransitions.org).