



Job Description

Job Title: Job Developer Supervisor

Reports to: Center Director

Salary Range (DOE): \$ 55,000 - \$60,000

Deadline to Apply: April 8, 2016, 5pm

Organizational Overview

The Success Center SF (SCSF) is a non-profit corporation founded in 1983 by Superior Court Judges who saw the need to improve the educational and vocational outcomes for the youth engaged with the juvenile justice system. Since then SCSF has grown to provide comprehensive workforce development and education services to youth and adults who face multiple barriers to career development. SCSF envisions a vibrant and just society that inspires individual transformation, and understands the key role that workforce development plays in creating meaningful and productive lives.

Working in collaboration with the SF Office of Economic and Workforce Development the SCSF operates the Western Addition Neighborhood Access Point to provide job development and employment placement services to over 300 youth, adults and seniors annually. SCSF partners with multiple stakeholders including providers within the OEWD system, District 5 leaders and businesses, community residents, and staff with workforce expertise to design and implement effective services.

Position Overview

The Job Developer Supervisor will manage the overall cultivation of employer partnerships in San Francisco and nearby counties. S/he will participate in local business and community networks, and develop a menu of services to support the hiring process of local businesses. Additionally this person will supervise the other Job Developers to ensure there is a cohesive plan to engage, manage and retain employers.

Job Tasks

Specific responsibilities include:

- With the assistance of the team, develop an employer engagement strategy for the specific industries in San Francisco; Hospitality, Healthcare, IT, Construction, Retail, Warehouse / Logistics and Security.
- Maintain and manage contacts in Salesforce to effectively manage cold call, in person, follow up and retention activities and Submit activity reports to ensure activities are tracked and recorded.
- Develop monthly and quarterly plan for employer outreach, recruitment and placement activities for job development team

- Develop and manage various business advisory councils to help improve placements and training outcomes for programs.
- External liaison representing SCSF in the business community; providing workshops, trainings and other supports for businesses.
- Develop a retention strategy to ensure employers are supported.
- Conduct all activities in accordance with SCSF and OEWD performance standards.
- Develop marketing collateral and tools to assist businesses with their needs such as; customized training, tax credits, and other city, county, state and federal incentives.
- Perform other duties as assigned.

Qualifications

- Bachelor's Degree with 3 years direct experience in Workforce Development or experience is staffing or recruitment in exchange for education, but must have HS Diploma or equivalent
- Able to access/interpret labor market information
- Effective written, verbal, and presentation skills
- Proficiency in MS Office, and an understanding of client database systems
- Understands the needs of small businesses. Is able to adapt materials and services to address these needs.
- Respects and has knowledge of cultures, ethnicities, gender, sexual orientations and age groups other than one's own, able to work effectively with all.
- Flexible and a self-starter; able to multi-task while also being highly detail-oriented.
- Personal qualities of integrity, credibility, and a commitment to SCSF's mission.

How to Apply

Please send cover letter and resume to info@SuccessCenterSF.org. Success Center SF values inclusivity and honors differences in race/ethnicity, gender, socioeconomic level, and sexual orientation. Candidates who will contribute to the diversity of our staff are encouraged to apply.