



POSITION DESCRIPTION

TITLE: Job Developer/Trainer	REPORTS TO: Workforce Development Center Director
DEPARTMENT/DIVISION: Workforce Development Center	SUPERVISES: N/A
FLSA STATUS: Hourly	

Please send your resume and list of references to

Chamain.moss-torres@cdcoftampa.org

GENERAL PURPOSE AND POSITION DESCRIPTION:

The Job Developer/Trainer is responsible for recruitment, training and Job Development of students. Recruitment, training and placement is specific to Workforce Development Center programs to include Job Readiness/Employability Skills, Introduction to Green Construction, Customer Service/Call Center, the CDL Preparation program, the Compressed Natural Gas (CNG), and any other program as described in the Tampa Vocational Institute (TVI) catalog. The Job Developer/Trainer will participate in community programs and events on behalf of the Workforce Development Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Facilitate Employment Related Skills Training for clients to include; Employability Skills, Certifications and other industry specific trainings within the individuals certifying and training capabilities.
- Visit High Schools, Adult Education Centers, Career Counselors and Community Associations such as churches and non-profit organizations to recruit students for classes and training offered in Workforce Development Center.
- Distribute resource materials for student recruitment and programs established by the Workforce Development Center.
- Ensure that student recruits and referrals are provided full service information on all resources at the CDC of Tampa and are tracked and linked to outcomes, including completion of training programs and employment and job retention data.
- Evaluate applicants experience, education, training and skills to match with employers' needs.
- Develops specific job opportunities that match the participants' skills, work experience, related training and interests.
- Screens and matches participants with employment opportunities based on their skills, work experience, hobbies and interests.

- Maintain relationships with existing employers and establishes relationships with new employers who are willing to hire participants.
- Establish and maintain relationships with organizations that provide tuition and training vouchers for students.
- Conducts reviews of existing participants in database on a regular basis to evaluate employer demand and usage of CDC services and determines how best to improve and/or leverage relationship to meet placement objectives.
- Identifies and develops a strategic service plan that serves both the employers' hire and ongoing placement needs.
- Acts as the liaison among employers, the CDC program and community partners.
- Achieves weekly, monthly, quarterly and annual placement goals as prescribed and in accordance with contractual outcomes.
- Performs other miscellaneous job-related duties as assigned by managing director.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent written and verbal communication skills, public speaking, and computer skills
- Time management and multitasking abilities a must
- Ability to forecast effectively for planning
- Ability to meet punctuality and timely attendance standards and work deadlines
- Ability to interact with staff at all levels of the organization and to understand and work successfully with organizational dynamics.
- Ability to work in a fast paced, highly productive environment with potential with changes in priority and direction
- Ability to demonstrate strong judgment and problem-solving skills
- Ability to maintain confidentiality

EDUCATION AND/OR EXPERIENCE:

- A bachelor's degree from a college or university and at least one (1) year of professional experience in case management, preferably in a non-profit environment.
- Sales/customer service background

LICENSES AND CERTIFICATIONS/OTHER SKILLS AND QUALIFICATIONS:

- Valid State of Florida Driver License

PROFICIENCIES:

- Computer fluency in the following applications:
 - Microsoft Office 365, including, but not limited to:
 - Outlook
 - Word
 - Excel
 - PowerPoint
 - Publisher

PHYSICAL DEMANDS

- Ability to stand for protracted periods of time on an infrequent to minimal basis.
-

- Ability to walk moderate distances on an infrequent to minimal basis.
- Ability to sit for prolonged periods of time daily.

WORKING CONDITIONS

Minimal or limited exposure to non-weather conditions, as in a business office environment. Exposure to moderate noise such as a business office with computers and printers and light traffic. Minimal or limited exposure to very loud noise from crowds as during public engagement and civic events.

This position description sets forth the principal duties, responsibilities, knowledge, ability, skills, and effort required to perform the essential functions of this job, as well as the position's reporting relationships and the physical conditions under which the work must be performed. This position description may be modified from time to time to reflect the actual duties of the position.

CDC of Tampa, Inc. is an Equal Opportunity Employers (EOE) in compliance with the laws and regulations set forth in the following EEO is The Law Poster.

www.dol.gov/ofccp/compliance/posters/pdf/eeopost.pdf

*Qualified applicants will receive consideration for employment without regard to their race, color, religion, national origin, sex, marital status, protected status, or disability.
[EOE AA M/F Vet/Disability]*
