

# SBWIB, Inc.

SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.

A Private Nonprofit Corporation

The **SBWIB, Inc.** is an equal opportunity employer.

## Program District Assistant – Job Developer (San Fernando Valley)

### **JOB ANNOUNCEMENT**

\$23.49 - \$33.41

#### **Summary**

The South Bay Workforce Investment Board, Inc. (SBWIB, Inc.) is seeking a highly motivated individual to function as a Program District Assistant-Job Developer for the Transitional Subsidized Employment (TSE) Program. Program District Assistants-Job Developers are usually co-located at one of the 28 America Job Centers of California (AJCC) subcontracted with the SBWIB, Inc., to implement the program, and will be required to assist with placements into unsubsidized employment for all Centers within a specific Region. **This position will be assigned to primarily serve the Antelope Valley and some parts of the San Fernando Valley.** The Program District Assistant (PDA) -Job Developer must work closely with various AJCCs, to find jobs for CalWORKS participants completing their Paid Work Experience/On-The-Job training assignments under the TSE Program. The PDA-Job Developer must understand the function and goal of the TSE program. Ideal candidate should be able to motivate TSE program participants to achieve their professional goals through employment, as well as market the program to employers.

*This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.*

#### **Salary & Benefits**

This is a full-time, nonexempt position (40 hours/week), generally with a starting hourly wage of **\$23.49**; however, wage may commensurate with experience. Our Company offers a comprehensive employee benefits package, which includes 75% health cost reimbursement (for employee only), sick and vacation time, holidays and a competitive 401k plan. *Employer is eligible for student loan forgiveness (PSLF).* All full-time employees are invited to participate in the company's health benefits package after completing the 60-90-day employment introductory period.

#### **Minimum Qualifications**

Graduation from an accredited college or university with a bachelor's degree in Business, Public Administration, Social Science, Communications, or a related field; at least two (2) years of experience in the delivery of social service programs, job training and development, leadership and/or marketing or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the below duties (education may be substituted by experience on a year-for-year basis). Reliable transportation with valid California Driver's License and insurance are required. Must also be able to successfully pass background and reference clearances and follow all safety protocols enforced by the Company and as listed under the below *working conditions*.

#### **Required Skills**

- Must be enthusiastic, creative, and capable of effectively functioning in a professional work setting with various levels of staff, Boards or Partners, in group settings, and independently with little to no supervision.
- Must possess the ability to think quickly, strategically and execute new ideas in fast-paced environment;
- Must possess the ability to excel at details, work well under pressure and have great problem solving skills;
- Must have great organizational skills and the ability to manage multiple tasks and projects in an efficient and timely manner and be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- Must have great verbal and written-communication skills;
- Must have outstanding people skills and be able to work collaboratively and positively with others of diverse backgrounds, opinions and needs;
- Must have experience working with or the ability to learn Microsoft Office software, including Outlook, Word, PowerPoint, and Excel and virtual meeting platforms such as ZOOM, Teams, etc.

#### **Essential Duties and Responsibilities**

Under the supervision of the GAIN Unit Manager (or designee), the Program District Assistant – Job Developer's duties include, but are not limited to, the following:

- Build and maintain relationships with employers, including developing and maintaining a portfolio of employers for unsubsidized placements (upon completion of the TSE participants' assignments);
- Initiate and maintain ongoing personal contacts with a variety of business and industry representatives and job placement/training agencies to promote program for participant placement;
- Make cold calls to potential employers and collaborate with AJCC's on recruitments and conduct job readiness workshops as needed;
- Interview participants to assess interest/qualifications for unsubsidized placement and successfully match job skills with applicant qualifications;
- Instructs participants in job seeking, application procedures, resume writing, interview preparation and job retention skills and attitudes;
- Work closely with AJCCs to ensure participants who are in the last 3 months of their assignment, and/or who have completed their assignment, are targeted for job development;
- Arrange interviews for participants who have successfully completed the program and place participants into unsubsidized jobs and meet placement goals within timeframe provided;
- Tracks participant activity and progress data;
- Communicate the benefits and employment support services provided by the program to employers, including addressing employer's special needs;
- Collect data from employers related to job orders, including job requirements and skills;
- Stay informed on how/where to search for job leads; keep current with trends and maintain updated labor market information obtained through research;
- Keep updated regarding job fairs and internet resources and participate in outreach and recruitment activities by attending job fairs;
- Participate in routine AJCC meetings, LA County GAIN Region Staff meetings, LA County GAIN Program Division TSE meetings and SBWIB, Inc. GAIN Unit meetings as directed;
- Prepare and submit reports as directed by Manager;
- Other duties as assigned. Other related duties as assigned.

### **Working Conditions**

Applying for this position connotes an understanding and acceptance of duty in light of potential exposure relating to COVID-19 as you will be required to interface with multiple team members. Performing duties of this position will require wearing protective equipment (e.g. mask, gloves, etc.), and following protective measures enforced by the Company, City, County, State and/or Federal Authorities as it relates to current states of emergencies (e.g., pandemics) or the functions of this position. **Note:** Measures may change based on level of safety concerns. Employee may also be required to spend the majority of the day walking, standing, sitting at a desk, with some lifting and bending. Must have excellent time management skills, must be able to work well under stress and meet deadlines. Must also be able to travel to other locations for trainings, conferences and/or meetings within or outside our local area and occasionally statewide in which such travel may last one (1) or more days - if/as necessary. Reliable transportation, a valid driver's license and proof of insurance is a must. **Must be able to provide official proof of vaccination or religious/exemption status from a verifiable clergy or doctor with contact information and signature included. Employees with approved exemptions may be required to provide COVID testing once a week or more, if/as necessary, and as enforced by the Company and its Contractors, the County and other applicable laws, regulations or orders.**

### **How to Apply**

Send a cover letter and résumé to [apply@sbwib.org](mailto:apply@sbwib.org) for consideration. Recruitment for this position will end upon receipt of a sufficient number of résumés. Only those applicants with the most relevant qualifications and knowledge will be invited to participate in the oral interview. **No phone calls please.**

*The SBWIB, Inc. is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, sex, gender identity, national origin, age, mental or physical disability, medical condition, marital status, sexual orientation, pregnancy, ancestry, religion, military or veteran status, or any other status protected by law.*

*The SBWIB, Inc. provides reasonable accommodations consistent with its legal obligations. Therefore, applicants who may need reasonable accommodations or other assistance in relation to a disability or religion, at any point within the application process or thereafter if hired, should immediately inform SBWIB, Inc. by sending an email to [apply@sbwib.org](mailto:apply@sbwib.org).*