



Brooklyn Community Services

Position: Job Developer / Admin Assistant
Program/Department: Brooklyn Community Service- YOUTH STAND UNITED (YSU)
Reports to: Program Director, YSU
Work Location: 137 Belmont Avenue, Brooklyn NY 11212
Hours: Full Time

Responsibilities:

Job Developers are responsible for developing a network of employers to support ASC employment efforts. Job developers identify potential labor markets that are appropriate for ACS youth and maintain frequent face-to-face contact with employers. Job developers promote and market the advantages of employing ASC youth and all relevant tax credit incentives to employers. Job developers also research industry and labor market trends, internet sources, newspapers, job boards, and conduct cold calls to identify job leads. Additionally, job developers maintain a database of jobs, hiring events, job fairs and an inventory of current and potential employers. Job developers also coordinate union apprenticeships and other employment opportunities annually and are responsible for youth entrepreneurship development.

Administrative Assistant is responsible for administrative and clerical duties associated with the program. The administrative assistant provides clerical service and assists all program staff in typing, filing, copying and other related tasks.

Qualifications:

- Qualifications: Minimum of a bachelor's degree in a related field with at least two years of experience providing job development services to young adults.
- Must have understanding of emotional and/or behavioral challenges as well as an understanding of mental health providers or programs.

Contact:

Email Resume and Cover Letter to:
Tremaine Richards, Director of YSU
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