



BECAUSE YOUNG PEOPLE CAN NO LONGER BE LOST TO VIOLENCE AND POVERTY.
TRUTH, TRUST & TRANSFORMATION

Position: Job Developer

Location: Chelsea, MA

Roca

Founded in Chelsea, Massachusetts in 1988 Roca's mission is to help disengaged and disenfranchised young people ages 17-24 move out of violence and poverty. The young people Roca serves are: in gangs, in and out of the courts and prison; some have dropped out of school or are close to it; many are young parents; and many are immigrants, far from home, left with memories of unspeakable violence.

Roca is a performance-based and outcomes-driven organization that helps young people to change their behavior and shift the trajectories of their lives through a High-Risk Youth Intervention Model. Roca serves very high-risk young people in Chelsea, Revere and East Boston. These young people are: in gangs, on the streets and in and out of prison; some have dropped out of school or are close to it; they are young parents, and many are immigrants, far from home, left with memories of unspeakable violence. Our mission is to help disengaged and disenfranchised young people move out of violence and poverty.

Based on a belief that every one belongs and can succeed in the world, Roca has developed a comprehensive and strategic intervention model designed to support sustainable behavior changes that enable high risk young people and young parents to move toward the outcomes of economic independence and living out of harm's way. Roca's intervention model is based on commonly accepted stages of behavior change and includes:

- Transformational relationships (intensive case management)
- Relentless outreach and follow up
- Stage Based Life skills, educational, pre-vocational, and employment programming
- Work with institutional partners

Position Overview:

The Job Developer reports to the Director of Business Development and Transitional Employment. The Job Developer will support, coordinate, and execute all job development activities related to creating opportunities with young people to move toward self-sufficiency and living out of harm's way. Job Developers will develop job opportunities for young people who are seeking unsubsidized employment, helping Roca to achieve its job placement goals. Additionally, Job Developers will support and reinforce Roca's Transformational Relationship Model with high risk young adults.

Job Summary:

- **Understand, practice and promote** the vision, mission, values, methods, and models of Roca.
- **Promote** and actively **encourage** work skills development for participants searching for unsubsidized employment.;
- **Maintain** Efforts To Outcomes Tracking Database and implement all appropriate evaluation tools as instructed;
- **Assist** in implementing employment programming and/or techniques to develop soft skills for high risk young people as assigned;
- **Work as a team** with Transitional Employment – Basic and Advanced - and Youth Workers to attain all organizational job placement and retention goals;
- **Maintain regular contact** with participants assigned to job development;
- **Conduct** all research necessary to develop an adequate pool of jobs for young people seeking employment, including:
 - **Work** employer data base for job openings for the Roca participant population.
 - Through calculated and deliberate internet research **identify** 20 – 25 employers to contact weekly to establish future meetings to present the benefits of employing Roca participants
 - **Contact** 7 - 10 new contacts per week (actual contact with an employer – phone call or face-to-face meeting)
 - **Conduct** 4 – 5 in depth Face to Face meetings with employers to develop appropriate interest in hiring;
 - Through cold calls and face to face meetings **develop** 12 new contacts per week
 - **Identify** 25 generic job leads per week that would be able to be filled by our participants (CORI, Public Transit accessible, Flexible hours, etc.)
 - **Develop** deep relationships with 2-3 career placement agencies focused on the types of jobs that fit our participant's educational, training and work experience profile



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- **Develop** positions that will accept the qualifications of our participants, offer an opportunity for growth, and whenever possible offer benefits within 6 months of participants start date.
- **Balance** time spent with participants and employers equally
- **Plan** to be in the Roca facility on Development Day (Wednesday)
- **Document** young people needing referrals in ETO and work with Coordinator for Workforce Readiness to ensure that all referrals are received in a timely manner;
- **Review** candidate list and perform appropriate job matching activities;
- **Attend** 1-2 business events weekly (Chamber of Commerce, Rotary Club, Job Fairs, Business Expos, etc.) This may entail after work hours and weekends.
- **Schedule** Interviews – 3 – 5 per month and inform young people and youth workers of any interviews;
- **Follow up** with participants and employers regarding job placement activities;
- **Follow up** with youth workers regarding participant retention and need for replacements;
- **Work with** participants who require replacement in a new position, seeing to achieve replacement within 30 days;
- **Track** all job development activities in appropriate tracking tools, including ETO;
- **Assist** with retention support groups, as needed;
- In time **supervise** a telemarketing/telesales specialist to cold call for job openings.
- **Insure** job readiness measures and resume / interview preparation is completed; and,
- **Work hours** – 8:00am to 5:00pm
- Other tasks as assigned

Qualifications

Roca seeks a highly driven individual who is good fit both personally and professionally for the culture of Roca. In addition, the ideal candidate for this position will be a trustworthy decision-maker. He/she will have a sense of humor, feel passionate and committed to direct work with high risk youth, and demonstrate interest in learning and supporting coworkers.

Roca expects candidates to have the following qualifications and skills:

- BA/BS/Equivalent experience accepted
- Experience in job placement/personnel agency (5-10 years experience preferred)
- **Has a deep contact base of employers and agencies that can generate job placements quickly for Roca participants.**
- Strong sales aptitude and follow up skills
- Strong oral and written communication skills
- Capacity to think and act intentionally and strategically to help young people change behaviors
- Capacity for creative problem-solving, conflict resolution, violence prevention
- Organizing, managing and completing projects and tasks with thoroughness, accuracy, and timeliness
- Self-motivation, initiative, sound judgment, and commitment to ongoing learning are essential
- Flexibility with work hours/schedule as needed for programming and participant needs
- Computer Literacy and timely data entry
- Bilingual (English/Spanish) is preferred but not required.

Requirements for this Position

- Computer Literate
- Working with diverse cultures
- Valid MA Driver's License

To Apply: Please email resume and a thoughtful cover letter to Roca at, subject line "Job Developer", send to Jake.Jacobs@Rocainc.com. Applications will be reviewed on a rolling basis.

Roca is an equal opportunity employer and welcomes candidates from diverse backgrounds.