Job Developer & Placement Specialist – Isles Youth Institute (IYI)

Are you an experienced **relationship builder**? Do you enjoy **working closely with urban youth**?

The Isles Youth Institute is seeking a creative and self-motivated individual with aggressive prospecting, exceptional relationship building, and strong recordkeeping and organizational skills to prepare IYI students for success in employment and/or post secondary education, and to create and implement successful youth employment and placement strategies. Successful candidates will have the opportunity to join a dynamic and highly accomplished team at one of the most innovative and successful nonprofit organizations in the region.

Qualified Candidates Will Have Proven Success In:

- Providing first-line counseling and individualized instruction to urban youth
- Working with youth to develop short and long term career goals and individual transition plans
- Assessing student job readiness and/or readiness for post secondary education, and designing and implementing appropriate interventions to improve readiness
- Providing support to students in various phases of their development (including post-completion)
- Building and maintaining long term relationships with students and their parents and/or guardians
- Developing and maintaining long-term relationships with businesses, government entities and academic institutions and alumni
- Using data to analyze progress towards achieving service delivery and budgetary goals and objectives
- Organizing and balancing many different priorities and responsibilities while meeting daily work requirements
- **Wearing many different hats** to meet changing conditions and changing needs of students, parents, funders, leadership and colleagues

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Required Skills and Experience:

- Bachelor's degree or equivalent combination of education and work experience
- Experience in job placement and/or workforce development
- Experience working with urban youth
- Cultural competency in working with people of diverse backgrounds
- Ability to work independently and collegially in a fast-paced, goal-oriented environment
- Excellent organizational skills and attention to detail
- Strong written and oral communication skills
- Comfort using technology including a desktop computer, student database, and large volume of email messages
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook)
- Possession and maintenance of a valid driver's license in good standing; personal car required
- Ability to maintain state central registry (SCR) clearance and fingerprint clearance throughout the duration of employment
- Possession of a valid standard NJ Substitute Teacher Certificate preferred

Applicants should send cover letter, resume and writing sample to hr@isles.org