



Job Placement & Recruitment Specialist

POSITION OVERVIEW: Isles is seeking a Job Placement & Recruitment Specialist to support opportunity youth in Trenton and the region in securing and maintaining employment. The position will develop and sustain relationships with local and regional employers to place opportunity youth in temporary and permanent positions; prepare youth in job application and retention skills, life skills, and leadership skills; follow up with and provide support to employed youth; develop and sustain relationships with local organizations and agencies to increase enrollment in Isles youth services programming.

This position is part of the Isles Youth Institute (IYI), Isles' alternative high school for youth who have left high school. IYI provides youth the necessary support to complete their high school education, earn credentialed vocational training, develop job readiness skills and explore career paths, and become community leaders through experience. Reporting to IYI's Principal, and coordinating with IYI and Youth Services staff members, this position will support the advancement and success of youth in achieving their career and economic goals; provide meaningful programming and services for underinvested youth; and contribute to economic growth of the capital city through job readiness and placement services.

This is an exempt, 40 hour/week position with excellent benefits. Salary range \$42-\$50K.

RESPONSIBILITIES:

Job Development and Job Readiness

- Assess student/participant job readiness and implement appropriate interventions to improve job readiness
- Identify the number and types of positions needed and secure opportunities with employers
- Facilitate the placement of students/participants in appropriate career matches
- Maintain relationships with completed students/participants and employers to increase employment continuation
- Develop job opportunities for enrolled students/participants
- Provide job coaching to assist participants with keeping the job and provide employers with support if needed
- Arrange interviews between employers and participants
- Collect, organize, and analyze occupational, educational, and economic information for use in job placement activities
- Assist in gathering labor market information, such as prevailing wages, hours, training, and employment possibilities

Employer relationships

- Develop and maintain productive employer partnerships and placements with businesses and industries
- Maintain regular and consistent contact with employers with placed youth to ensure successful placements
- Contact businesses and industries to develop reciprocally beneficial partnerships for jobs, internships, and job shadowing opportunities
- Maintain professional relationships with community partners and referral agencies
- Contact prospective employers to determine needs and to explain placement service
- Maintain employer database

Youth Recruitment

- Develop and formalize relationships with local and regional organizations and agencies to ensure opportunity youth take advantage of Isles' youth services
- Actively recruit youth for Isles services through formal and informal relationships with individuals, faith-based organizations, agencies, and other appropriate entities
- Promote Isles' and IYI's job development and placement services, and Isles' broader services, to varied stakeholders

The position involves classroom- and community-based education and outreach, including occasional evening and weekend meetings, office/administrative work, and hands-on implementation and management of projects.

WHO WILL BE SUCCESSFUL:

This position is an excellent opportunity for a motivated, youth-oriented creative candidate to work with youth ages 16-24 to advance Isles' mission-driven goals of community development through investing in local youth. The successful candidate:

- enjoys working with youth from disadvantaged backgrounds, colleagues at Isles, and other non-profits and agencies
- is excited to collaborate with a diverse and committed team at Isles Youth Institute and Isles to advance the prospects of Trenton's youth
- is an effective and persuasive communicator and enjoys promoting their and the organization's work
- looks forward to building connections across Isles service areas, linking job placement and recruitment with academic preparation, urban agriculture, green jobs, and many other Isles services
- is enthusiastic, self-critical, reflective, and committed to the potential of opportunity youth

QUALIFICATIONS:

- Bachelors degree from an accredited college or university, preferably related to vocational counseling and/or workforce and career development; or equivalent experience
- Experience working with youth in an urban environment
- Experience creating and implementing successful youth employment and post-secondary education strategies
- Familiarity with employers in Trenton and Mercer County
- Valid NJ driver's license in good standing
- Ability to maintain State Central Registry (SCR) clearance and fingerprint clearance throughout the duration of employment
- Commitment to racial equity
- Cultural competency and cultural humility
- Ability to collaborate in a team-oriented work environment
- Ability to communicate clearly in written and verbal form
- Ability to plan own work to meet deadlines
- A can-do problem-solving attitude
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook)
- Proficiency in utilizing virtual meeting platforms (Zoom, WebEx, Teams, etc.)
- Spanish language proficiency preferred

ABOUT COMMUNITY DEVELOPMENT & YOUTH SERVICES AT ISLES:

The Isles Community Development & Youth Services (CDYS) team links community planning & development and youth services to more effectively deliver coordinated community revitalization and support. CDYS collaborates with residents and community stakeholders to identify

community concerns and priorities; create action-oriented, community-led neighborhood plans; and secure resources to sustain neighborhood revitalization and youth services over the long term. To do this, we implement evidence-based strategies to enhance and strengthen communities, including community and school gardens, youth education, food and nutrition education, coordination of neighborhood redevelopment, economic development programs, beautification and activation of underutilized properties, cost-effective recreation programs, and advocacy for policy and program changes. In addition, CDYS leads city-wide research and planning initiatives related to violence reduction, creative placemaking, and food systems. CDYS work represents a holistic effort to positively change perception and experience of neighborhoods, streets, and communities across Trenton, integrating urban agriculture, real estate development, placemaking, youth development, and planning.

ABOUT ISLES:

Founded in 1981, Isles is a nationally recognized nonprofit community development and environmental organization with the mission to foster self-reliant families in healthy, sustainable communities. Each year, Isles reaches thousands of central New Jersey residents with opportunities for at-risk youth job training, affordable housing development, financial literacy training, homeownership counseling, community gardening, environmental health and education, community organizing, and regional planning.

WHAT IT'S LIKE TO WORK FOR ISLES:

Throughout its 40-year history, Isles has proactively and innovatively anticipated and responded to changing needs and priorities of the Trenton community. Isles works to impact underlying causes of social inequities in meaningful and effective ways, while ensuring a healthy work-life balance for staff members. Isles' culture is built around collaboration and mutual support, internally and externally, and a socially conscious commitment to advancing social justice and equity. Our team consists of more than 50 employees, plus a corps of volunteers and an engaged Board of Directors.

Interested candidates should submit cover letter, resume and recent writing sample to hr@isles.org. Your application materials should demonstrate why you're a good fit for this position and what *specific* skills, experience, talents, and interest you'll bring to the table.