



NATIONAL INDIAN YOUTH COUNCIL, INC.

STE. 203, 6201 UPTOWN BLVD. NE, ALBUQUERQUE, NM 87110 TEL: 505-247-2251 FAX 505-672-778

JOB DESCRIPTION

Title: Job Developer

Payrate: \$12.98 to \$16.82 an hour
Based on experience and education

Summary of Duties and Responsibilities

The National Indian Youth Council is looking to hire a Job Developer to join the Workforce Innovation and Opportunity Act (WIOA) Employment and Training Program team. This role requires interaction with program applicants, community service providers, educational/vocational institutions, and local small business owners to enhance and improve employment opportunities for program participants. A Job Developer will work with applicants, participants, worksites, community members, and partner organizations to further NIYC's mission, "to foster the self-determination of Indigenous people through 1) economic sovereignty; 2) cultural flourishing; 3) political resilience; and 4) community well-being."

A Job Developer is responsible for providing job readiness and life-skills training to Native American/Alaskan Native job seekers residing off-reservation in New Mexico, who meet the eligibility requirements of a federally funded WIOA program. A Job Developer needs excellent communication skills, organizational skills, confidence speaking in public forums, and creative problem-solving skills. Training and meeting facilitation experience and case management experience is also a plus.

Essential Duties

- Recruit applicants and participant in community outreach
- Intake applicants to the Employment and Training Program
- Work with participants to Develop Individual Employment Plans (IEP)
- Conduct job readiness and skills training classes
- Conduct or coordinate facilitation of financial literacy and budget management classes
- Provide case management services to participants
- Maintain caseload and case files
- Assist participants in finding full-time employment
- Assist clients with enrollment in vocational/occupational training
- Provide referrals to other community programs and agencies
- Prepare periodic reports as requested
- Conduct and evaluate assessments and evaluations
- Provide follow-up services regarding employment or goal attainment
- Identify and develop worksite placements and agreements
- Coordinate with partner agencies and organizations to identify new employment opportunities
- Coach participants to achieve job readiness
- Other duties as assigned



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Qualifications

To perform this job successfully, an individual must be able to perform each essential duty. The qualifications listed below are representative of the knowledge, skill, and/or abilities required to be successful in this role.

- Ability to communicate to diverse populations and levels of education
- Ability to effectively present information and to gain understanding
- Ability to communicate in large and small group settings
- Ability to calculate with basic math skills
- Ability to analyze problems and recommend solutions
- Ability to develop and maintain effective working relationships
- Working knowledge of community resources
- Regular and predictable attendance

Education and Experience

Possession of a bachelor's degree in Business, Education, Career Development, Social Sciences, Psychology, or a Social Service field is preferred; OR an associate degree with some work experience in a workforce development setting. Applicants should have working knowledge of New Mexico's Native American history and experience working with Native American and Alaska Native peoples and communities.

Required Travel

Occasional out-of-state travel will be required. Local in-state travel will be (reimbursed). Must have a car, auto insurance, and a valid drivers' license.

Benefits

NIYC offers a great benefits package including:

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan
- Paid time off
- Educational support

To Apply

Please send a cover letter, resume, and three professional references to the Executive Director for consideration.