



We're hiring! Join the WCI team and help make a difference in your community.

Now recruiting for the following positions:

Job Developer

Full Time (40 hours), La Crosse, WI

Positions open until filled. Please see following pages for position description.

A proud partner of the  network

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Title: Job Developer
Supervisor: Director of Operations
Wage Range: \$16-\$18/ hour

Position Summary

Under the direct supervision of Director of Operations, the Job Developer is responsible for regular contact with business in addition to the coordination worksites and placement services for those seeking entry and advancement in the local workforce as well as provide outreach for program engagement.

Minimum Qualifications

Prefer a Bachelor's degree in business, financial planning, or related field. Background in sales, human resources, and training beneficial.

Successful demonstration of business relationship building preferred, but will train. Ability to provide training and development activities including workshop facilitation. Strong written, verbal and interpersonal skills required including conflict resolution and problem solving. Work independently and as a strong team member. Ability to use appropriate computer systems as required by funding sources and the organization. Windows operating system and the Microsoft Office Suite required.

Primary Duties and Responsibilities

I. Organizational Outreach

- Establish and maintain effective relationships with business, business groups, chambers of commerce and trade associations to assist in successful outreach for the organization and its programs.
- Follow-up with businesses served to maintain high customer satisfaction rates and ensure the quality of the services provided.

II. Program and Participant Services

- Assess participant work history, skills and aptitudes including educational levels or certifications achieved
- Act as an advocate for resolving barriers to employment.
- Enter data into required reporting systems system
- Assist in the creation of new and ongoing worksites and work based learning opportunities
- Follow State guidelines in the interpretation and explanation of federal, state, and local policies governing legal rights and responsibilities of applicants and participants
- Facilitate workshops to support programming and the organization
- Attend all required training sessions and workshops
- Compile and submit monthly reports as required by programs and the organization.
- Maintain all business and/or client records in compliance with contract regulations.

III. Business Services

- Communicate information on Business services available through Workforce Connections, Inc. and its programs and arrange for any requested services and follow up
- Promote the listing of job orders on Job Center of Wisconsin.
- Coordinate and provide onsite recruitment events and Job Fairs within community agencies/venues
- Participate in the Business Services Team of the Workforce Development Center

V. Other Duties as Assigned

- Perform other duties as assigned.
- Follow all policy and performance procedures established by Workforce Connections, Inc.
- Act as a member of the Workforce Connections team exhibiting professionalism, teamwork, and company values.

Physical/Sensory/Cognitive Requirements

The majority of the work time will be spent in an office setting and in the community in a variety of settings assisting in achieving the goals and objectives of Workforce Connections, Inc. Mobility within the rural and urban community is required on a daily basis. Must have access to a reliable transportation. Will be required to spend extended periods of time at a desk or in meetings. Ability to present information and respond to questions from staff, board members, and the general public when speaking on the phone or in face-to-face interactions.

Uses hearing and vision with the ability to collaborate and orchestrate in a variety of environments. Regular use of fine motor skills for writing or typing. Lifting of objects up to 30 pounds may be required. Bending and walking required regularly.

Regularly will concentrate on multiple tasks simultaneously along with the capacity to respond calmly and quickly to deadlines required. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

Environmental Conditions

Majority of work is performed in an office setting, community, and varied conditions. Outdoor travel required.

Job Developer Signature

Date

Supervisor Signature

Date

Executive Director

Date