



Upwardly Global
New York, NY 10013

Position: JOB SEARCH DEVELOPER - Full time
APPLY UNTIL: March 31, 2010

Upwardly Global is an entrepreneurial nonprofit 501(c)3 founded in 2002. We are a visionary social change organization that provides immigrants, refugees and political asylees from more than 94 developing countries with the tools and training they need to rebuild their careers in the U.S. At the same time, Upwardly Global creates real opportunity in the American workplace by partnering with companies to promote immigrant inclusion. Corporate partners include JP Morgan Chase, McGraw Hill, and Deloitte Consulting.

Our Jobseeker Services Program requires a full-time Job Search Developer to provide jobseekers with employment skills coaching and advice while supporting our Employer Network team on facilitating client presents and placements. This program is performance-based, and success is measured by meeting employer readiness targets, present and interview goals and placement, wage and retention goals.

The role is responsible for:

- Ensuring Upwardly Global's employer readiness targets, presents and placement goals are achieved
- Providing career counseling, resume support and guidance, job placement support, and supplemental career readiness training for Upwardly Global clients when necessary
- Supporting Upwardly Global's Employer Network team on developing, assessing and presenting employer ready clients to Upwardly Global's growing Employer Network

CORE RESPONSIBILITIES:

- Engages with applicants weekly to obtain information on previous work history, training, education, professional job skills while evaluating current level of employability; tracks and reports client progress and outcomes
- Advises and educates clients on appropriate job search techniques, application procedures, customized resume writing, interview preparation skills and presentation; provides client feedback and coaching on areas of improvement as needed
- Assists clients in preparing industry specific portfolios that highlight vocational skills and abilities
- Assesses clients job skills and readiness through employment coaching and advising, working directly with clients to improve job performance, job skills and overall packaging as needed
- Supports Employer Network team through the following:

- Prepping clients for interviews; providing employment resources and industry specific information and feedback to clients and full team as needed;
- Vetting candidates according to relevant job criteria, prepping clients in understanding job requirements, marketing qualified applicants to employer network team and employers
- Advising team of professional employment positions suitable for clients that have successfully completed Upwardly Global's training program; alerting clients to suitable positions as well
- Ensuring documentation of client interactions and activity (i.e. presentations, interviews etc.)
- Additional responsibilities as required by the program

QUALIFICATIONS:

- Bachelor's degree plus 2-5 years experience in job readiness training, marketing, job development/placement and career counseling
- Sales and marketing background highly desirable
- Must have excellent interpersonal, verbal and writing skills, and be proficient in Microsoft Office
- Excel skills strongly desirable
- Ability to perform, prioritizes, and coordinates a variety of duties and meet critical deadlines
- Problem-solving and resourcefulness required to develop new ideas and methods
- Sensitivity to and understanding of issues of concern to immigrants and refugees
- Committed team player

REQUIREMENTS;

- 40 hr weeks, M-F, with occasional evening and weekend hours required
- 40 hr
- 40 hr Salary: \$35,000 - \$45,000 plus benefits

Education: Bachelor (BA, BS, etc.)

Location: NY, New York, United States

Language(s): English

How to Apply:

Send email to debra@upglo.org and include job title in subject line. (Cover letter optional)

Contact: Debra Means-West (212) 219-8828

Website: www.upwardlyglobal.org

PLEASE CONTACT AICH/WIA PROGRAM (212-598-0100, ext 221) FOR JOB-SEARCH ASSISTANCE!

(Customers must be Native American and meet WIA program eligibility requirements in order to receive transportation assistance, clothing allowance, cash incentives once employed, child care assistance, etc., etc..)

Posted: 3/3/2010