

Employment Opportunity

Job Developer - Workforce Development Specialist Employment Services Department

Seeking a dynamic and passionate team player who wants to make a difference in WNY workforce development.

Location: The Salvation Army-Buffalo Area Services
960 Main Street; Buffalo, NY 14202

Qualifications:

- Bachelor's degree Human Service, HR, or Business required
- Experience working with PA / Human Services needed
- Bi- lingual Spanish- English desired
- Strong Word, Excel, Internet, Social Media and other technical acumen a must

Requirements:

- Must have excellent Customer Service skills
- Superior communication and “can do” attitude
- Desire to learn and grow within the emerging work-force development arena
- Comfortable working with diverse customers

Responsibilities include but are not limited to:

Leading seminars and trainings focused on developing resumes, cover letters, and all other communications for the purpose of securing employment. Job Developer will perform intakes and assessments for incoming participants, conduct mock interviews, and assist clients /participants with internet and hard copy application process.

JD will act as point person to WNY employers, organizations, and companies to maintain and further develop relationships with decision makers, HR, and recruiting professionals. JD will participate in job fairs; assist with clerical activities, program development, and day to day program operations.

Compensation is based on education /experience

E-mail or Fax Resume by April 9, 2018 to:

The Salvation Army; 960 Main Street; Buffalo, NY 14202
Attn: Christina Schweitzer; Employment Services Director

Christina.Schweitzer@use.salvationarmy.org
Fax: (716)888-6299