



PTP Job Description

Job Title: *Job Developer*
Reports to: *Manager*

Job Description:

The Job Developer is responsible for promoting job search participants to the employer community and liaising with employers to obtain job leads and to identify jobs. This includes working closely with the job search facilitators to ensure the service reflects participants' needs, abilities and employment goals. As well, the Job Developer will coach, support and monitor clients in the initial stages of employment and maintain relations with employers. The job developer is expected to keep up with changes in the field, have current knowledge of Toronto job market and, together with their colleagues, develop and maintain innovative programming that achieves the highest standards in employment practices and adult education.

Duties and Responsibilities of this position include:

- 1. Coordinating and conducting marketing and outreach activities to community agencies, organizations and employers*
- 2. Developing relationships with employers in a variety of industries to ensure successful job development for clients*
- 3. Locating job openings for clients based on their individual skills and abilities*
- 4. Conducting intakes of potential participants and assessing whether they are appropriate for the program*
- 5. Working with participants on an individual basis regarding their job search progress and activities*
- 6. Remaining current on Toronto labour market trends and the most effective job search strategies, techniques and monitoring marketplace trends*
- 7. Maintaining and updating employer database and tracking system*
- 8. Completing reports and documentation on activities as required*
- 9. Attending meetings as required*
- 10. Adhering to PTP policies*
- 11. Undertaking other tasks as assigned*

This position supervises:

- Volunteers on occasion*