Job Developer

 **POSITION SUMMARY:**

World Relief is a unique and invigorating place to work. We are looking for talented, ambitious and collaborative people to come alongside our mission, vision and values as we partner with churches to empower the most vulnerable in the world. We hope these resources provide more insight into your hiring journey with us.

Do you have the gift of connection? Do you enjoy facilitating many parts to come together to solve a problem? Through developing partnerships with local companies and generating diverse job leads you will be part of World Relief’s Employment Services team which connects hundreds of refugees and immigrants with relevant job opportunities that help to satisfy HR demand in the local economy.

The Job Developer position engages a variety of stakeholders with the mission of creating opportunity for refugees, asylees, and other immigrants to begin and advance in their careers while serving as a local workforce solution for partner companies. This position will be responsible for developing relationships with companies, generating job leads, and providing Employment and Career Pathways Specialists with entry level, upgrade, and career pathway job opportunities for WR clients in DuPage and Kane Counties. This position requires creativity and energy to work with the diverse stakeholders to build new partnerships and cast vision with local employers.

**ESSENTIAL FUNCTIONS:**

* Consistently and tenaciously sell World Relief DuPage/Aurora’s employment services to employers, particularly the benefits of hiring immigrant workers
* Identify and respond to companies that are looking to fill entry-level positions through online research, phone calls, visits to employer sites, and networking with workforce development organizations
* Cultivate relevant job openings in the region and present opportunities to employment specialists
* Create marketing materials to highlight the benefits of employing WR candidates
* Catalogue and maintain company information including current contacts, job descriptions, shift and wage information, and other relevant information
* Become knowledgeable of labor market information, economic data and hiring trends to creatively target and develop emerging opportunities
* Develop a deep understanding of employers’ needs, challenges and hiring preferences and how WR clientele can fill those needs
* Discover and generate on-the-job learning opportunities, internships, and work-based learning opportunities with local employers
* Coach HR staff at partner employers on best practices of working with immigrants including cross cultural training, tax benefits, etc.
* Assist employment specialists with presentations to refugees and other immigrants about employee rights

**KNOWLEDGE, SKILLS & ABILITIES:**

* Understanding of the U.S. employment market, particularly in Chicagoland, or strong interest in learning
* Learning orientation: eager for both personal and professional growth, especially within sales
* Strategic orientation toward sales: able to shape and execute plans to reach goals
* Ability to develop a thorough knowledge of World Relief programs through reading reports, conversing with staff, attending team meetings, etc.
* Extremely self-motivated with proactive approach to work
* Desire and ability to continually sell the benefits of hiring refugees and other immigrants to employers
* Excellent interpersonal, relational, and communication skills
* Demonstrated ability to multi-task, problem solve, and exercise critical thinking skills
* Demonstrated ability to remain flexible and work in a fast-paced environment
* Detail-oriented, organized, and able to follow through on projects and assignments
* Demonstrated ability to work sensitively and effectively in a cross-cultural setting
* Strong mediation and problem-solving skills
* Knowledge about the refugee/immigrant experience is preferred
* A love for and commitment to people who are marginalized, regardless of race, ethnicity, religion or culture, and a desire to see people flourish

**REQUIREMENTS:**

* Mature and personal Christian faith
* Committed to the mission, vision, and values of World Relief
* Desire to serve and empower the Church to impact vulnerable communities
* At least two years’ experience in sales, fundraising, marketing, or related field preferred
* Ability to work a flexible schedule including occasional early mornings, evenings, and weekends
* Proficient in Microsoft Office applications
* Bachelor’s degree required
* Valid Driver’s License and good driving record

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations
* The ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-15 pounds
* Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, operate equipment and read application information
* The employee frequently is required to sit, reach with hands and arms, talk and hear

**WORK ENVIRONMENT:**

* General office setting
* Great lengths of time working on computer, reading from computer screen, entering information, standing at copier or fax machine, and some time on the phone or in skype meetings may be required
* Year-end archiving activities involve repeated lifting and bending
* Physical, emotional and intellectual demands
* Equipment used: Employee computer (desktop or laptop), printer, and copier
* All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation. This position description is not all-inclusive and is always under review.

**World Relief offers a competitive benefits package (25 hours + per week):**

World Relief contributes to monthly premiums:

* Medical
* Dental

Additional Benefits:

* Offer 16 Paid Holidays!
* Vision
* Offer Paid Sick and Vacation Leave
* Paid Maternity & Paternity Leave
* Parental Leave
* FSAs: Medical & Dependent Care, & Commuter Funding
* Supplemental Life Insurance (employee, spouse, and children)

World Relief pays 100% for eligible employees:

* Group Term Life (employee, spouse, and children)
* Long Term & Short-term Disability
* Accidental Death and Dismemberment (AD&D)
* Long Distant Travel Insurance
* Employee Assistance Program (EAP)

World Relief - Retirement:

* 401K & Roth
* WR matches up to 4%, then an additional quarter percent up to 10%
* Eligibility: Full Time is eligible after 3 months of employment. Part time is eligible after 1000 hours in a year

World Relief Discounts (Immediately Eligible):

* Verizon
* Pet Insurance through Nationwide
* Home and Auto insurance through Liberty Mutual

We are proud to be an EEO/AA employer M/F/D/V. We maintain a drug-free workplace and perform pre-employment substance abuse testing.

For World Relief staff, strong commitment to the mission, vision, and values of World Relief is essential, and Christian faith is a prerequisite for employment, based upon United States federal guidelines provided in Title VII of the Civil Rights Act of 1964.

Legal Background in the United States

World Relief is both an equal opportunity employer and a faith-based religious organization. This means that we conduct hiring without regard to race, color, ancestry, national origin, citizenship, age, sex, marital status, parental status, membership in any labor organization, political ideology, or disability of an otherwise qualified individual. The status of World Relief as an equal opportunity employer does not prevent the organization from hiring staff based on their religious beliefs, so that all staff share the same religious commitment.

Pursuant to the Civil Rights Act of 1964, Section 702 (42 U.S.C. 2000e 1(a) World Relief has the right to, and does, hire only candidates who agree with World Relief’s Statement of Faith.