

## Technology Instructor/Job Developer

**Full-Time**

HomeFront, a 27 year old social services nonprofit entering period of growth is seeking a key executive with the heart and soul for our mission, which is to end homelessness, along with the skills and experience to ensure a staff of 110 employees and 35 programs are meeting our mission in the most effective, impactful and client-based manner.

The mission of HomeFront is to end homelessness in Central New Jersey by harnessing the caring resources and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We give people skills and opportunities to ensure adequate incomes and to increase the availability of adequate affordable housing. We help homeless families advocate for themselves individually and collectively.

### Summary:

HireExpectations is a program within HomeFront which prepares low income individuals obtain employment, foster career development and move forward in their lives. Hire Expectations provides the tools for self-sufficiency and stability. The Technology Instructor/Job Developer will strike the balance between supporting individuals, teaching skills, setting expectations for success and promote individuals for hire.

### Essential Job Functions and Responsibilities:

- Continue and enhance a positive reputation of HomeFront's job applicants
- Network with businesses and organizations to develop partnerships leading to employment of HomeFront's clients
- Prepare applicants for employment through assistance with resume writing, filling out of applications, practice of interview techniques and recommendation regarding proper business attire, current video interviewing and social media.
- Teach beginning and intermediate Microsoft Office to prepare clients for workforce
- Help students obtain Microsoft Office Certification
- Create a portfolio of job opportunities as well as an employment data base
- Match applicants with appropriate employment opportunities
- Transport perspective clients to interviews as required
- Follow-up with potential employers regarding outcomes of interviews
- Consistently communicate with employers to monitor clients' performance for first three months of employment
- Accompany clients to local job fairs
- Compile data and statistics according to HomeFront's needs
- Compile monthly departmental report
- Perform other related duties as assigned

### Job Competencies:

- Ability to persuasively present candidates to business/employers
- Familiarity with diversity of workforce
- Strong interpersonal skills
- Excellent communicator and writing skills
- Ability to train adults at different levels of education, and language

- Experience in planning and conducting training session and workshops
- Attention to detail, organization and problem solving skills and logistics

Job requirements:

- Bachelor's degree in business or related field, or equivalent experience; recruiting experience is a plus specifically in relation to job development and placement
- Knowledge of Mercer and surrounding county businesses, organizations and demographics
- Knowledge of all areas of employment specializing in recruiting
- Working knowledge of Microsoft office applications with a strong ability to compile data and statistics
- Valid driver's license and satisfactory driving record
- Minimum of 3 years Teaching/Training Experience

Other Duties

- This job description is not designed to cover all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time.

HomeFront is an equal opportunity, affirmative action organization