



PTP Adult Learning and Employment Programs

Dundas West Centre
5353 Dundas Street West, Suite 300
Toronto, ON M9B 6H8

About PTP

PTP is a community-based organization located in Toronto, Canada, dedicated to strengthening the connection between learning and work. For over twenty-five years, PTP has delivered programs and services that have created pathways for positive change to people facing literacy and other barriers to employment.

PTP – Internal/External Job Posting for Job Developer

Full-time contract position

Job Title:	Job Developer
Location:	Dundas - West Training Centre – Across Toronto
Hours:	35 hours a week – some evening hours required
Length:	Immediately, to March 31, 2022 (possibility of extension)
Reports to:	Manager, Employment Services

Job Developer Position

PTP is looking for an individual with exceptional interpersonal communication skills and proven experience as a Job Developer to help our clients, who often experience both individual and systemic barriers to employment, find and keep a suitable job. We're looking for someone who wants to 'go the extra mile' and who cares passionately about working with our client group, someone who develops strong relationships with employers and who will work closely with team members across PTP programs and services to ensure all clients receive the highest level of customer service, care and support in their job search efforts.

You will be responsible for the following activities:

- ✓ Developing relationships with employers in a variety of industries to ensure successful job placements for job search participants
- ✓ Conducting marketing and outreach activities to employers, community agencies and organizations
- ✓ Monitoring all placements, overseeing training plan development, and conducting on-going follow-up to ensure successful employment outcomes for program participants
- ✓ Assisting job search participants in targeting suitable employment based on experience and education
- ✓ Delivering effective services to employers and clients in person and via phone and/or video conferencing
- ✓ Meeting monthly performance targets based on number of Assisted Service Participants set by the Program Manager
- ✓ Preparing and supporting participants for interviews
- ✓ Coordinating appropriate job interviews for participants
- ✓ Coaching, supporting, and monitoring participants in the initial stages of employment while maintaining relationships with employers
- ✓ Liaising with employers to identify and obtain job leads
- ✓ Working closely with the employment counsellors to ensure the service reflects participants' needs, abilities, and employment goals
- ✓ Maintaining and updating employer database and files with accurate documentation
- ✓ Other duties as assigned by Management

Important skills, knowledge, and experience:

- ✓ Excellent communication, customer service, organizational and presentation skills
- ✓ Demonstrated ability to work within a team environment with limited supervision
- ✓ Sound decision making, judgment and problem-solving skills
- ✓ Advanced skills in developing resumes with limited information
- ✓ Knowledge of the current labour market and the challenges experienced by clients who face barriers
- ✓ Experience in job development (3 years), employer outreach, employment counselling and/or recruitment
- ✓ Experience working with adults who may have low literacy, low educational attainment, learning challenges, disabilities and other, complex barriers to employment would be an asset
- ✓ Excellent skills using Microsoft Office software including Word, Excel and PowerPoint
- ✓ Experience working in intensive target-driven programs with the ability to deliver on agreed upon outcomes

Educational Background

- ✓ Bachelor's Degree (Human Resources, Business, Marketing and Communication, or related field of study).
- ✓ College Diploma (Human Resources or related field of study)
- ✓ Professional Development in current Job Development practises considered a valued asset.

A valid driver's license and access to a vehicle is a requirement.

Internal/external Closing Date: **May 10, 2021**

If you are interested in the position, please submit your letter of interest and resume in one document to Milena Lomovic at milenal@ptp.ca

We value diversity and inclusion and encourage candidates from varied backgrounds, including those who may require accommodation, to apply to join our team.