Title: Employer Development Specialist
Program: ACT/I-Matter
Location: Rock Island, IL

The Safer Foundation is a social service provider to individuals with arrest and conviction records. Through a full range of services, including case management, educational instruction and advocacy, we focus on preparing individuals for the world of work by helping them find and keep productive and meaningful employment.

To submit a resume, apply for this position, and see all other available positions copy and paste the link below or click:
https://workforcenow.adp.com/mascrs/default/mdf/recruitment/recruitment.html?cid=ac5f83f-8ce8-4a7c-adbf-b45f9ddf2e02&cclid=19000101_000001&type=MP&lang=en_US&selectedMenuKey=CurrentOpenings

Please note: After you "submit" your application, you will receive an e-mail acknowledging receipt. Check your spam and junk folders as your email provider might misfile the message.

General Summary:

The Employer Development Specialist (EDS) for Achieving Change Together and the I-Matter programs (ACT/I-Matter) is responsible for the development of long-term employer relationships. The EDS will develop relationships within relevant sectors and industries, resulting in employment & career path opportunities for Safer’s ACT & I-Matter clients. The EDS will develop relationships with associations, unions, key training providers, and employers offering job placements at all levels.

The EDS will share their career path knowledge and expertise with clients looking to develop their own realizable career path plans. The EDS will provide training to prepare the participant for the workplace as well as help develop a professional resume, cover letter and acknowledgement note. The EDS will also provide mock interview experience to promote participant confidence with the interview process.

The EDS position collaborates with both the I-Matter and ACT teams in facilitating employer and apprenticeship placement opportunities for respective program participants.

Essential Duties and Responsibilities:

- Identify employer partners and implement recruitment efforts to introduce Safer Foundation QC and the benefits of partnering with the organization for hiring needs.
- Ensure successful employer engagement is maintained as needed for job development, client placement, client retention, and supportive service needs.
- Strong partnerships cultivated in sectors relevant to identified pathways for specific grant programs and employers who offer living wage employment opportunities.
- Provide follow-up with employers and develop intervention plans when issues or problems arise with the client or at the worksite.
- Assist with providing informational orientations targeting specific occupations to eligible candidates.
- Attend Safer internal meetings as requested as well as participating in assigned committees or task groups.
- Assist other team members as required; create excellent professional relationships via collaboration with all internal QC programs and teams.
- Attend presentations to justice partners and other referral sources to introduce program, role within the program, and provide directive for referral process.
- Conduct recruitment outreach with employers, workforce partners, and the public to assist in client enrollment, training, and career placement.
- Post program information on social media, hang flyers and deliver leaflets to high traffic areas, including grocery stores, barbershops, churches, etc.
- Attend community meetings representing Safer and respective programs to network, collaborate on community-wide issues, and participate in training opportunities.
- Maintain employer data entry in Salesforce within 48 hours of client engagement, including documenting in case notes, qualified job leads, client contact, and follow-up on leads provided.
- Track all employer contact and submit regular progress reports as requested by supervisor.
- Ensure files and entry into Salesforce are always audit-ready. Conduct regular Quality Assurance self-audits on files and database. Work with internal quality assurance team and program manager to support on-site internal audits. Make corrective action and program adjustments as necessary to maintain quality expectations. Provide required documentation as requested for internal and external audits.
- Provide month-end reporting to program manager detailing new employer partners, client placements, interventions, and retentions.
- Ensure contractual benchmarks are met or exceeded and adhere to all Safer standards, including productivity and outcomes.

**Required Knowledge, Skills, and Abilities:**

- Valid driver’s license, access to a vehicle, and valid insurance required for job-related travel
- Knowledge of workforce development activities; knowledge of the sector and employment opportunities relevant to Safer clients
- Excellent communication (verbal and written) and interpersonal skills. Ability to persuade and present information to employers and other Safer constituents in small and large group settings.
- Knowledge of connecting and placing people in employment that have barriers to employment, managing data, and delivering reports.
- Proficiency with MS Office Suite (Word, Excel, Outlook) applications.

**Education and Experience:**

- Bachelor’s degree or equivalent experience
- Two years’ successful experience in developing relationships with employers; excellent sales and presentation skills. Prior sales experience a plus.
- Experience in building partnerships and reciprocal relationships with stakeholders, customers, and community organizations.
- Backgrounds similar to the population served are especially desirable.