

Hiring Manager: Jerri Rosen, Founder and Executive Director
Working Wardrobes for a New Start

Business/Career Developer

Working Wardrobes for a New Start is a nonprofit organization with a successful 16-year history of providing adults emerging from life crises with the tools to get back to work. We facilitate job readiness workshops year-round and “Days of Self-Esteem,” which include motivational seminars, grooming services, wardrobe selection and career fairs that are provided to adults in 70+ shelters/programs throughout Orange County. In addition, our Career Services Center provides professional wardrobes and grooming services to adults year-round.

Our Career Development Center, which will be opening the first quarter of 2007, will be managed by the talented individual who fills this newly created position. This critical expansion of our present capabilities will help vulnerable populations find and maintain employment. The Center’s direct goal will be to match career leads with our clients’ skill sets and, in the process, promote self-sufficiency.

The anticipated outcomes of the Career Development Center project are:

- Annually, 300- 400 new clients will receive employment assessment and job referrals;
- 70% of these clients will find employment in less than 25 days after receiving job-readiness coaching and wardrobe selection;
- 65-70% of our clients will maintain steady employment for at least three months

Working Wardrobes is directed by a staff of eight high energy people in addition to a team of office volunteers and hundreds of hard-working community volunteers.

The work we do is exciting with an emotional component that truly changes lives. We have an office atmosphere that is business like, yet fun, with a focus on accomplishing an enormous amount of work each week. Projects are supported by dedicated and well organized volunteers.

Our organization’s values direct all of our programming efforts and include:

- Provide job readiness services in an atmosphere of dignity that enhances the lives of our clients
- Achieve financial stability for our clients and our organization – with integrity
- Celebrate the successes of our clients, collaborative partners, donors and volunteers
- Partner with corporations, educational programs, community agencies and civic partners
- Engage the power of volunteerism

Position location:	Fountain Valley
Travel requirements:	Some – throughout Orange County, mileage reimbursement available
Status:	Exempt, Full-time permanent
Recruitment:	Open

SCOPE AND RESPONSIBILITIES

The Business/Career Developer is responsible for managing the Career Development Center (CDC), conducting business referral activities for Working Wardrobes (WW) and working with our team of volunteer Success Coaches. The Business/Career Developer will:

- Work closely with WW staff, local employers, and personnel agencies to define and market CDC services
- Be a critical liaison between local employers and clients to determine ongoing employment needs and achieve positive referral results leading to placements
- Provide strategic business planning, project management, and implementation support to ensure the success of the CDC
- Coordinate and oversee a computer lab, which will provide basic online technology workshops, customized assessment tools, and career search and placement resources
- Consult with clients to assess job skills, write a resume, provide interview coaching, and develop an action plan for getting hired
- Staff a job hotline for clients needing work advice once they've gained employment to enhance their on-the-job success
- Make recommendations in the ongoing development of Working Wardrobes University, a series of highly interactive life and career skills workshops (i.e. career planning, budgeting, financial skills) open to all WW clients
- Recruit, assist in the training of, and monitor Success Coaching efforts connected with "Days of Self-Esteem" events
- Identify and develop evaluation methodologies to track and present ongoing results of key success indicators, such as job referral/placement and retention rates

REQUIREMENTS

- A Bachelors degree is preferred
- Career Center or Human Resources experience is preferred
- Computer skills including the Microsoft Office Suite and internet mastery
- A minimum of 3-years of marketing or business management experience with a proven track record
- Strategic planning, business planning and project management skills
- Outstanding presentation skills
- Outstanding written skills
- Strong organizational skills including the ability to prioritize many details, follow-up and use good time management skills
- Excellent relationship building and interpersonal skills
- High energy and goal-oriented with the ability to problem solve

CRITICAL SUCCESS FACTORS

- Can anticipate project and people needs
- Sense of humor and ability to maintain good morale with donors and volunteers
- Can do attitude
- Focus on quality and desire to produce excellent work
- Flexibility, ability to juggle multiple tasks
- Self motivated
- Proven ability to deliver results on time

SALARY RANGE: Full compensation package will be based on experience.

APPLICATION PROCESS

Please send a cover letter (must include salary requirements) along with your resume to:

Jerri Rosen

info@workingwardrobes.org

(714) 210-2460

Fax: (714) 434-2870