

Position Description

BACKGROUND:

The Workforce1 Career Center (WF1CC) system operates in coordination with the NYC Department of Small Business Services (SBS) and the New York State Department of Labor (DOL) to attract, prepare, and connect qualified candidates to job opportunities in New York City. By using a combination of recruitment expertise, industry knowledge, and skill-building services that strengthen candidates' employment prospects, Workforce1 makes strong matches for job candidates and businesses alike. WF1CCs require the attention of professionals who are able to support major change initiatives, as well as ensure the success of a demand-driven system.

The Expansion Center Sales Account Manager serves as the point person for business development for the center. He or she is responsible for successful development and implementation of the Business Development Plan, strategic research and analysis of market trends in designated area. The Sales Account Manager is also expected to work with the Recruitment Account Manager team to source, screen, and match jobseekers with open job orders in the most efficient manner possible. Additionally, the Sales Account Manager works closely with the Expansion Center team in order to promote a business-driven model for job placement. He or she also works with SBS staff and other stakeholders to ensure effective implementation of programs and policies that directly impact fulfillment team work and/or general center operations.

RESPONSIBILITIES:

- Create and develop opportunities for job seekers within geographic location
- Implement job development strategy based on location to ensure identification of opportunities to meet contractual goals
- Identify entry level to mid-level wage jobs for qualified candidates including veterans
- Help expansion center team with recruitment events as needed to screen and match candidates to employment opportunities
- Accurately track employer correspondence and participant activity in required databases and plan accordingly for performance meetings
- Plan and schedule daily prospecting calls/cold calls from job postings (job boards) and database searches, face-to-face meetings, and introduction meetings (walk-ins) with potential employers
- Conduct labor market research and follow industry trends within their specific target territory in order to develop expertise

- Work collaboratively with the Recruitment Account Manager Team to ensure job orders coming in are ready to be matched by the jobseeker's pipeline and to facilitate the account hand off process from sales account management to fulfillment accounts management
- Keep community partners informed of jobs in demand and in the pipeline so he or she can best match referral efforts to upcoming job orders
- Ensure target weekly, monthly and annual goals (sales and placement) are met in accordance to business development planning and contractual goals
- Initiate business relationships for the Center and execute successful customer account hand-offs to appropriate parties
- Participate in Business Development Implementation meetings with NYC Business Solutions (SBS), as well as in capacity building activities and trainings developed by NYC Business Solutions

QUALIFICATIONS:

- A baccalaureate degree from an accredited college in business or a related field is required; a Masters degree or requisite experience is preferred
- Comfortable with cold calls, networking events, and recruitment
- Able to review and use different methods including labor market research to target employers
- A demonstrated ability to thrive in environments with multiple stakeholders, frequent change, and diverse objectives
- Excellent presentation/public speaking skills
- Ability to evaluate performance and implement alternative actions to improve outcomes
- Able to think creatively and problem solve effectively
- Proficiency in Microsoft Office

To Apply:

Email cover letter and resume to Lenese Vergara at wfdjobs@erdalliance.org

Resumes without a cover letter will not be considered.