



ROLE DESCRIPTION

Role: Employer Relationship Manager

DEPARTMENT: JobsPlus, A City Gospel Mission Ministry

REPORTS TO: Vice President, JobsPlus

CLASSIFICATION/ STATUS: Full-Time Exempt

GENERAL STATEMENT OF DUTIES & RESPONSIBILITIES:

The employer recruiting portion of this role will manage and grow our partner network of community employers. He/she will help identify employers who are willing to train and hire participants. This will enable JobsPlus to serve a larger number of people and to make a greater positive impact in the city and region. As needed this employee will develop one-on-one coaching relationships with JobsPlus participants to create career path strategies and identify employment opportunities. This individual will also teach the JobsPlus curriculum. He/she will help JobsPlus earn more WINS. (*WINS is the methodology that City Gospel Mission uses to measure our impact on the head, heart, body and soul of participants.*)

MAJOR POSITION RESPONSIBILITIES:

1. Conduct the work in a way that is consistent with the ministry's core values of being: Godly, builders of meaningful Relationships, Compassionate and focused on Positive Transformation for ourselves and participants in our programs.
2. Major Position Responsibilities:
 - Engage/Meet regularly with existing JP Employers to ensure a healthy working relationship.
 - Promote current job listings from employer partners.
 - Create plans to grow existing employers and to establish new relationships.
 - Build collaborative relationships with potential Employer Partners around the Tri-state area.
 - Work to secure excellent job opportunities for program participants, even if outside of the JP Network of Employers.
 - Set up interviews for JobsPlus participants with employer partners.
 - Help ensure qualified candidates are matched with roles that suit their skills, experiences, and interests.
 - Maintain participant data (specifically job placement and retention, and any other WINS factor.) Share data with JobsPlus staff as needed/requested.
 - Present training material effectively, using audio-visual aides to facilitate lessons; help to build community by encouraging interactive engagement of small groups.
 - Be knowledgeable about local hiring trends and best practices.
3. Connect graduates of the program to employment opportunities. This may include transportation to interviews, the securing of IDs, resume development, application help and follow-up with employers.

4. Work in partnership with other Community Organizations to share JobsPlus to those who could benefit.
5. Provide a level of aftercare that helps JobsPlus stay connected to graduates and former participants. Help to share success stories as encouragement and tools for marketing and fundraising.
6. Coordinate and collaborate with other City Gospel Mission Cause Areas/Departments as needed.
7. Pray regularly for program participants, staff, CGM, HHM and the areas of greater Cincinnati and Middletown as a whole.

As with all CGM staff members, the person in this role will complete other work-related duties as assigned.

PERSONAL REQUIREMENTS:

1. Have the personal experience of receiving, by faith, Jesus Christ as Savior and Lord and be actively involved with a local church.
2. Have a passion to see men, women, and children come to know Jesus Christ as their personal Savior and Lord.
3. Have a personal fellowship with the Lord, which includes daily prayer and Bible study.
4. Agree with and sign the statement of faith and mission essentials of City Gospel Mission.
5. Have a personal conviction to serve people of all ethnicities with genuine care and equity.

PHYSICAL REQUIREMENTS:

1. Must be able to drive to sites where the programs occur.
2. Must have ability to ascend/descend stairs, be able to lift or move up to 25 pounds of office equipment or furnishings in an office and residential dorm setting.
3. The person in this position frequently communicates with program participants and staff who have inquiries about daily tasks or changing conditions. She/he must be able to verbally exchange accurate information in these situations.

SKILLS AND EDUCATIONAL QUALIFICATIONS:

1. Bachelor's Degree and one year of related experience which could include career/job placement, sales, or staffing.
2. Proficient in Outlook, Word, Excel, PowerPoint, and Google Docs.
3. Able to be persuasive and build relationships, personally and organizationally.
4. The person in this role should have the ability to exercise a high degree of independent decision making and discretion.
5. Excellent communication both orally and in writing.
6. A strong planner who also leads projects and solves problems well.
7. Can effectively navigate challenging situations, as needed.

Date Revised: 6/5/24
Kelly Wilson HR