



ROLE DESCRIPTION

The Employment Network, formerly JobsPlus, is a *ministry of City Gospel Mission that trains and supports people who are seeking employment. Our first priority is to help our program participants find employment and excel in their vocations.*

Role: Employer Engagement Manager

DEPARTMENT: Employment Network (EN)

REPORTS TO: Vice President, Employment Network

CLASSIFICATION/ STATUS: Full-Time Exempt

GENERAL STATEMENT OF DUTIES & RESPONSIBILITIES:

The Employer Engagement Manager serves as the primary relationship owner for employer and agency partners who are willing to hire our program participants or sponsor the programs that help prepare them for employment. The person in this role will manage and expand our network of community and employer partners. This individual will help identify employers who are willing to train and hire our participants. These relationships enable EN to serve a larger number of people and to make a greater positive impact in the city and region.

As needed, the person in this role will develop one-on-one coaching relationships with job seekers to create career path strategies and discuss employment opportunities. This individual will also teach curriculum and support EN's 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:
 - Engaging with and regularly meeting with existing EN employer partners to ensure a healthy working relationship.
 - Promoting current job listings from employer partners.
 - Creating and executing plans to grow existing employer partners and to establish new relationships.
 - Building collaborative relationships with potential employers and agency partners around the Tri-state area.
 - Securing strong job opportunities for program participants, both within and beyond EN's established employer partner network.
 - Coordinating interviews for EN participants with employer partners.
 - Matching qualified candidates with roles that align with their skills, experience, and interests.
 - Maintaining and tracking participant data, including job placement and retention, and other WINS related factors, and sharing data with colleagues as needed and/or requested.
 - Presenting training material effectively, using audio-visual aids to facilitate lessons; help to build community by encouraging interactive engagement of small groups.
 - Staying informed about local hiring trends and best practices.

3. Support program graduates as they pursue employment opportunities. This may include providing transportation to interviews, helping secure IDs, developing resumes, assisting with applications, and following up with employers.
4. Partner with community organizations to share the Employment Network with people who could benefit from its services.
5. Provide a level of aftercare that helps EN 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 engagement areas and departments as needed.
7. Pray regularly for clients, employees, and volunteers of City Gospel Mission. We value the power of prayer and encourage staff to pray. Spiritual growth is encouraged but not forced on participants. We believe praying for our clients has a positive impact on participants and staff.

As with all CGM employees, 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. Maintain 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. Demonstrate a personal conviction to serve people of all ethnicities with genuine care, dignity and equity.

PHYSICAL REQUIREMENTS:

1. Must be able to drive to all program sites.
2. Must have ability to ascend and descend stairs. Must 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. The person in this role must be able to verbally exchange accurate information in these situations.

SKILLS AND EDUCATIONAL QUALIFICATIONS:

1. Bachelor's Degree and at least 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. Demonstrated ability to persuade, build relationships, and develop partnerships at both the individual and organizational levels.
4. Ability to exercise a high degree of independent decision-making and discretion.
5. Excellent oral and written communication skills
6. Strong planning, project leadership, and problem-solving skills.
7. Ability to professionally and effectively navigate challenging situations.

Date Revised: 8/2/26 VP EN & CHR&TD