

The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services, St. Stephen's Community House and Kensington-Bellwoods Legal Clinic

JOB OPPORTUNITY

Job# TNG2026-126

POSITION TITLE: Job Developer	
DEPARTMENT: Employment Services	STATUS: Regular Full-Time, CUPE 7797
# HRS / WEEK: 35	CONTRACT DATES: N/A
REPORT TO: Senior Manager, Employment Services (Danforth)	HOURLY RATE: \$29.95
EXTERNAL CLOSING DATE: Posted until filled	

GENERAL DESCRIPTION: As part of the Integrated Employment Services (IES) team, the Job Developer connects job seekers, particularly those facing barriers to employment, with meaningful, sustainable employment opportunities. The role builds and maintains strong employer partnerships, facilitates hiring opportunities, and supports job seekers in overcoming barriers and achieving successful employment. Using a solution-focused approach, the Job Developer works collaboratively with employers and clients to coordinate direct hires, bulk recruitment, hiring events, Brokered Incentive Agreements (BIAs) and creating opportunities for skill development and sustainable employment that meet employer needs while advancing program goals. This position is based at our Danforth site with travel to other sites and employer locations within Toronto.

MAJOR DUTIES:

- Manage the successful delivery of services to achieve funder and agency targets and outcomes, while ensuring excellent, individualized client service
- Develop and maintain a diverse pipeline of prospective employers by proactively identifying hiring needs and trends, initiating and nurturing employer relationships, and converting those relationships into job leads, interviews, placements, and ongoing employment opportunities for job seekers, ensuring alignment with program and client needs and goals
- Conduct needs analyses with employers and clients and labour market research to identify opportunities for outreach, collaboration, and partnership
- Ensure that participating employers meet program eligibility criteria, and conduct a site visit per employer prior to placement to confirm suitability and a safe work environment
- Work with the Job Development team to create hiring or networking events for active IES participants with a focus on direct hire opportunities through bulk hiring to maximize quick and effective client movement to the labour market
- Act as a spokesperson and champion for participants' experiences and abilities with employers, community agencies and colleagues, before and during placements and employment
- Support job seekers who are more distant from the labour market who have challenges in obtaining employment independently by placing them in positions that align with their skills, interests, and goals and meeting with them regularly to help them thrive in their roles.
- Facilitate work opportunities, job trials, job shadows and on-the-job training, and negotiate BIAs for participants using a decent work lens, including training objectives and financial incentives. Administer contracts with timely, accurate processing and payments
- Encourage employers to hire based on their recommendations, with less reliance on resumes and interviews
- Conduct client assessments to document employment-related strengths, needs, and goals
- Provide clear rationales to support participants accessing job placements, individual supports and job retention services in accordance with Integrated Employment Service guidelines
- Utilize case management systems and tools (e.g., WCG FFAI, Salesforce, CaMS) to effectively track progress and ensure compliance with program guidelines

REQUIREMENTS & QUALIFICATIONS

- A post-secondary diploma/degree in a relevant discipline, including Marketing, Business Administration, Communications, Sales, Recruiting, Communications, Fundraising, Human Resources, Career Counselling, or related, and two years' recent experience in job development, job carving, and job coaching/mentoring, with individuals facing complex barriers to employment; or a combined equivalent education and experience
- Recent experience supporting job seekers facing complex barriers to employment
- Creativity and passion for working with individuals from various socio-economic and diverse backgrounds, believing in their ability to succeed, and persistence in assisting them in achieving their goals
- The ability to create a pipeline of employers, involving research, cold calling, networking, follow-up, overcoming objections, attending and organizing events and building relationships with decision makers
- Strong digital literacy, including MS Office suite, artificial Intelligence (AI) and Case Management Databases
- Ability to achieve program targets including planning for contingencies and identifying solutions to problems to ensure best results
- Share TNGCS's value of Decent Work for all, and in a resilient, inclusive society in which opportunity, empowerment, and social and economic justice create a better quality of life for all
- The willingness and flexibility to alter work schedules and regular duties to accommodate the needs of clients, the department and/or the agency, including occasional evenings and or weekend work
- Ability to travel within the GTA; a valid driver's license and access to a vehicle is an asset
- Knowledge of a second language, particularly Bengali, Urdu or Hindi is an asset

To apply, submit your resume with "TNG2026-126" in the subject line to: careers@tngcs.org

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, color, ethnic origins, religions, abilities, gender identities, gender expression and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirement. This posting is for an existing vacancy.