



**Position:** Employment Specialist, WfO  
**Location:** Bronx and Manhattan, NY  
**Reports to:** Senior Employment Specialist  
**Hours:** Full-time, 40 hours per week, late evenings & some weekends required.

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### About Jericho Project

Jericho Project is a nationally recognized nonprofit that has been working to end homelessness at its roots since 1983. What began as a Manhattan soup kitchen has grown into a citywide organization serving nearly 3,000 New Yorkers each year—including over 700 veterans, as well as young adults and families, many of whom identify as LGBTQ+.

Jericho provides more than 600 units of supportive housing through seven permanent residences in the Bronx and Harlem, along with scattered-site apartments throughout New York City. Our housing-first model is paired with wraparound services delivered by skilled case managers, licensed mental health clinicians, and workforce development specialists. Together, these services support our four pillars of stability: housing, employment, wellness, and family.

In 2024, Jericho facilitated over 570 housing placements, helped secure nearly 275 job placements, and delivered over 750 therapy sessions through our in-house Jericho Therapy Program. As we move toward expanding our reach by an additional 2,000 units of housing, we remain committed to helping individuals and families build lasting independence and well-being—one person, one home, and one community at a time.

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### About the Position

Jericho Project is seeking a full time Employment Specialist for our Veteran population. Employment Specialist will provide workforce development services to Veteran participants in order to help them achieve their desirable employment, education, and training goals. Employment Specialist will work closely with the Senior Employment Specialist and the Program Director to coordinate referral services for other needed services.

The FLSA status of this position is **Non-Exempt**.

### **Responsibilities:**

- Implement job development strategies that can successfully lead to placing 60 veterans within own designated portfolio.
- Cultivate and maintain relationships with key employers in industries that match the occupational interests of job seekers in Jericho programs.
- Identify employment opportunities that correspond to the level of skills and education of participants.
- Customize job development strategies to the individual needs of each job seeker; conduct individualized job search to facilitate participants' placement in desired jobs.
- Develop a job bank comprised of diverse employment opportunities at various levels of competency requirements.
- Research, and keep the WfO team informed of, labor market trends, emerging industries, in-demand occupations, and skills/competency requirements.
- Screen and match candidates to appropriate positions; facilitate job search and refer candidates for job interviews.
- Conduct follow-up with employers and candidates after each referral; manage communication with both parties until a decision is finalized.
- Initiate and maintain consistent communication with job seekers during the entire duration of job search; keep job seekers informed of employment prospects, job interviews, and other available opportunities.

- Organize recruitment days; disseminate information on job fairs and WF1CC job opportunities.
- Work collaboratively with career counselors to facilitate participants' job search; provide employer feedback related to participants' job interviews.
- Assist veterans to translate their military experience into skills useful in civilian jobs.
- Complete all required administrative work, both electronic and manual, for recording, documenting, and reporting activities and outcomes related to job development, job search, and job placement.
- Conduct occasional employment workshops for participants.
- Access community resources to aide participants in their job search, job retention and or re-placement efforts.

### **Requirements:**

- Three or more years of experience as a job developer required.
- Existing transferable job bank of appropriate employers a must.
- Ability to make 60+ job placements per year a must.
- Experience working with individuals in mental health/substance abuse recovery as well as those experiencing homelessness highly preferred.
- Knowledge and experience in helping low-income job seekers find and keep jobs
- High level of computer literacy, good writing and verbal communication skills required.
- Bachelor's degree preferred
- Ability to work and produce desired performance outcomes in a team environment a must; high levels of collaboration, cooperation, and team work required.
- Ability to travel within all 5 boroughs of NYC a must.

### **Compensation:**

The salary range for this position is **\$55,000.00 to \$60,000.00 annualized**. Jericho Project offers a comprehensive benefits package. Employees are eligible for a merit increase annually. Merit increases are based on the employee's performance during the prior year.

### **How to Apply:**

Interested applicants must submit a resume and cover letter with salary requirements to:

Human Resources Department  
 Jericho Project  
 Job Code: **Employment Specialist**  
 245 W. 29<sup>th</sup> Street, Suite 902  
 New York, NY 10001  
 Fax 646.624.2301  
[careers@jerichoproject.org](mailto:careers@jerichoproject.org)

### **No Phone Calls Please.**

*Jericho Project is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool. [www.jerichoproject.org](http://www.jerichoproject.org)*