



**Position:** Employment Specialist – Red Hook  
**Location:** Brooklyn, NY  
**Reports to:** Senior Employment Specialist  
**Status:** Full-Time, some evenings /weekends

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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 results-oriented Employment Specialist to provide workforce development and employment services to tenants residing in our Red Hook Permanent Supportive Housing program.

The Employment Specialist will help participants achieve their employment, education, and career goals through individualized job development, job search, and placement services. The position will focus on building and maintaining strong relationships with employers, particularly businesses within the immediate Red Hook community and surrounding Brooklyn neighborhoods, while also connecting participants to opportunities throughout New York City. The Employment Specialist will work closely with the Senior Employment Specialist, Program Director, Career Counselors, and other Workforce Development staff to coordinate employment services and supportive.

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

### Responsibilities:

- Develop and implement job development strategies that result in 60 job placements annually.
- Build and maintain a strong network of employers, with an emphasis on businesses in Red Hook and the surrounding Brooklyn community.
- Develop new employer partnerships based on the skills, interests, and employment needs of program participants.
- Identify and match participants with appropriate full-time, part-time, entry-level, skilled, and career-track employment opportunities.
- Maintain and expand a diverse job bank of local and NYC employment opportunities.
- Conduct individualized job searches and provide job referrals, and placement support.
- Screen and match candidates to appropriate positions and facilitate communication between candidates and employers throughout the hiring process.
- Follow up with employers and participants after referrals and interviews through the final hiring decision.
- Maintain regular communication with job seekers regarding job leads, interviews, hiring decisions, and other employment opportunities.
- Research labor market trends, emerging industries, in-demand occupations, and skill requirements.
- Work collaboratively with Career Counselors and other Employment Specialists to maximize employment resources and opportunities.
- Provide employer feedback regarding participant interviews and hiring outcomes.
- Conduct occasional employment onsite hiring events and connect participants to community resources that support employment, training, job retention, and re-employment.
- Maintain accurate electronic and paper documentation of job development, referrals, placements, and employment outcomes.
- Participate in team meetings, program meetings, and other required activities.

**Requirements:**

- Three or more years of experience as a job developer.
- Existing transferable job bank of appropriate employers.
- Ability to develop new employer partnerships to fit the need for the program.
- Ability to make 60+ job placements per year.
- 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, high levels of collaboration, cooperation, and teamwork.
- Ability to travel within all 5 boroughs of NYC.

**ADA Specifications:**

This position requires the ability to lift up to 50 lbs. Ability to travel to various sites. One must possess the ability to speak, hear, see, and write as well as the ability to use a computer and related software programs. Local and/or national travel required and may require some longer weekday/weekend commitments to accomplish related business projects or meet deliverables.

**EQUAL OPPORTUNITY EMPLOYER**

We are an equal opportunity employer, and all qualified candidates will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

We are committed to creating a diverse and inclusive workplace where all employees feel welcome and valued. We believe that diversity and inclusion are essential to our success.

**DISCLAIMER**

This job description is intended to provide a general overview of the position and its essential functions. It is not intended to be an exhaustive list of all the duties and responsibilities that may be assigned to the staff member. The specific duties and responsibilities of the position may change from time to time, as determined by the needs of the organization.

The staff member must be able to perform the essential functions of the position satisfactorily, with or without reasonable accommodation. Reasonable accommodation will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

**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 – Red Hook**  
245 W. 29th Street, Suite 902  
New York NY, 10001  
Fax 646.624.2301  
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)*