



## COMMUNITY AND BUSINESS DEVELOPMENT MANAGER

### JOB DESCRIPTION

**EMPLOYMENT CATEGORY:** Full time, Core

**REPORTS TO:** Programs Director and Executive Director

**HOURS:** Monday-Friday 8:00 AM-5:00 PM

**LOCATION:** Tucson Youth Development, Inc.  
1901 N. Stone Avenue  
Tucson, Arizona

#### **POSITION SUMMARY:**

The Community and Business Development Manager develops potential job site and work experience placements for Tucson Youth Development's (TYD's) youth program participants. This position is responsible for locating potential placements sites or responding to leads provided by Workforce Development Specialists and/or Pima County Arizona@Work staff. The position is supervised by the TYD Programs Director and/or Executive Director in collaboration with the Pima County Youth Programs Director.

#### **ESSENTIAL FUNCTIONS:**

- Identifies potential placement sites by researching business and/or nonprofit organization workforce needs and communicating with individuals responsible for identifying, hiring and training new employees.
- Locates and proposes business relationships and agreements by contacting potential partners interested in exploring opportunities for TYD's youth program participants.
- Actively participates in and manages events and program opportunities for youth within the scope of program goals including youth participation in community events.
- Researches and recommends program alliance strategies to the Executive Director and/or the Programs Director by managing ventures with for profit business and nonprofit program providers based on understanding of TYD's youth programs partners' needs and goals.
- Maintains continuity with TYD and Pima County outreach efforts to recruit youth and young adults for workforce development programs and WIOA related services.
- Promotes participant placement and retention through positive, professional relations with youth, parents/guardians, business and community leaders.
- Maintains current knowledge of program requirements and expectations of TYD and Pima County youth programs by participating in educational opportunities, maintaining interpersonal networks, and participating in professional organizations.
- Serves as a positive role model among TYD and Pima County program participants and staff, community members and professional business managers.
- Prepares, presents, and interprets the workforce development programs of TYD and Pima County to the community.
- Provides professional internal and external customer service including responding to internal and external communications promptly.
- Attends community meetings, job fairs, youth expos, conferences and community promotional events relevant to areas of responsibility.
- Other duties as assigned.

**REQUIRED QUALIFICATIONS:**

- Two (2) years prior work experience in job and business development, employment training, education, counseling or related fields.
- Valid Arizona driver's license with insurance coverage of 100,000/300/000 liability and able to drive throughout Pima County.
- Ability to communicate well with youth and parents and/or guardians.
- Ability to write comprehensive, concise reports.
- Computer literate.
- Market Knowledge, presentation skills, and enthusiastic approach to working with youth and collaborative partners.
- Valid IVP Fingerprint Clearance Card.

**PREFERRED QUALIFICATIONS:**

- Bilingual (English/Spanish). The ability to read and write Spanish.
- Bachelor's degree in Social Services, Behavioral Health or related field.
- Three (3) years prior work experience in job and business development, employment training, education, counseling or related fields.

**PHYSICAL REQUIREMENTS:**

- Must be able to see/read a computer monitor screen.
- Must be able to lift and carry ten (10) pounds.
- Must be able to drive a car and travel as required.