Founded in 2009, the Trade Institute of Pittsburgh (TIP) advances opportunities for women and men facing barriers to employment who are committed to rebuilding their lives and communities. Our ten-week masonry program in Homewood supports students with weekly counseling, life skills and leadership training, and prepares graduates for a career in the trades. We recently doubled our class size to meet demand, and are achieving a placement rate of over 90%.

Interim Job Developer

The Interim Job Developer (IJD) will carry out various duties in relation to administrative and direct client services to insure the successful accomplishment of the goals and mission of the organization.

Roles and Responsibilities

1. Work alongside Dir. of Counseling to address barriers and set goals with students
2. Provide assistance with facilitating job readiness classes and/or individual training sessions with students.
3. Identify appropriate agency and funding resources, complete proper paperwork required for students, maintain open and effective communication/collaborations with funding and agency resources.
4. Make appropriate agency referrals.
5. Provide general clerical support to staff.

Core Competencies of the Position

To perform effectively in this position, the individual should demonstrate the following competencies.

- **Initiative**: Is able to work in a flexible work environment and is highly adaptable. Willing to learn all aspects of the organization.
- **Communication**: Communicates effectively with written and verbal communications that represent the mission and goals of TIP.
- **Dependability**: Seeks increased responsibility while remaining conscientious, thorough, accurate, and reliable. Can respond consistently and in a timely manner to the requests of the staff.

Minimum Qualifications/ Position Requirements
1. Commitment to agency mission and values.
2. Ability to work with people from various backgrounds including various criminal histories.
3. Prior knowledge of and experience with mental health and addiction preferred but not required.
4. PA Acts 33 and 34 Clearances. FBI Criminal Record Check.

**Direct Supervisor**
Rick Brown, Administrative Director