

TransCen, Inc.

Location: Rockville, MD

Position Type: Full-Time

Salary Range: Starting salary of \$50,000 annually, based on experience

Looking for a Career Where You Can Make a Difference Every Day?

- Do you enjoy building relationships, connecting people to opportunities, and helping individuals achieve their goals?
- Are you someone who thrives on networking, problem-solving, and creating win-win solutions for both employers and job seekers?
- Do you believe everyone deserves the opportunity to work, contribute, and be fully included in their community?

If so, this may be the opportunity you've been looking for!

TransCen, Inc. is a nationally recognized nonprofit organization dedicated to improving the lives of people with disabilities through meaningful work and community inclusion. For nearly 40 years, we have partnered with individuals, families, employers, schools, and workforce systems to create pathways to employment and independence.

We are seeking a passionate, energetic, and mission-driven **Job Developer/Employment Consultant** to join our team in **Rockville, Maryland**.

This position is ideal for someone who enjoys a blend of community engagement, employer outreach, workforce development, and direct support. You'll spend your time building relationships with businesses, identifying employment opportunities, and helping people with disabilities achieve meaningful careers.

What You'll Do

Build Employer Partnerships

- Develop and maintain relationships with local businesses, employers, and community organizations throughout the region.
- Conduct informational interviews with businesses to identify workforce needs and uncover employment opportunities.
- Facilitate workplace tours, job shadows, internships, and competitive integrated employment opportunities.
- Present to employer groups, chambers of commerce, business associations, and community organizations.
- Maintain and strengthen relationships with existing employer partners.

Assist Job Seekers with Disabilities Find Meaningful Employment

- Manage an active caseload of approximately 8–10 job seekers.
- Conduct Positive Personal Profiles and other discovery activities to identify strengths, interests, skills, and employment goals.
- Develop and implement individualized employment plans.
- Match job seeker strengths with employer needs and workplace cultures.
- Assist job seekers in obtaining internships and competitive integrated employment opportunities.

Think Creatively

- Utilize Customized Employment strategies and person-centered approaches.
- Create employment opportunities through networking, relationship-building, and negotiation—not simply responding to online job postings.
- Identify unmet business needs that can become employment opportunities.
- Develop innovative solutions that benefit both employers and job seekers.

Support Successful Outcomes

- Coordinate transitions between employers, job seekers, and support team members.
- Communicate regularly with employers, families, funders, and team members.
- Monitor progress and address barriers to employment success.
- Maintain timely documentation, case notes, and required reports.

Who We're Looking For

The ideal candidate is someone who enjoys meeting new people, building relationships, and helping others succeed.

You may be a great fit if you have experience in:

- Workforce development
- Vocational rehabilitation
- Human services
- Sales or business development
- Recruiting or staffing
- Disability services
- Career counseling
- Community outreach
- Employer engagement

Required Qualifications

- Associate's or Bachelor's degree (or equivalent combination of education and experience).

- Experience working or volunteering in nonprofit, workforce development, human services, or related settings.
- Strong communication and relationship-building skills.
- Working knowledge of Microsoft Office, Adobe PDF, Google Workspace, and client management systems.
- Ability to manage multiple priorities and work independently.
- Ability to work occasional evenings and weekends.
- Valid driver's license, reliable transportation, and automobile insurance.
- Ability to pass a background check.

Preferred Qualifications

- Experience working with individuals with disabilities and their families.
- Experience in job development, recruiting, workforce development, sales, business development, or employment services.
- Knowledge of Customized Employment and person-centered planning practices.
- Bilingual Spanish language skills.
- Existing relationships within the Maryland business community.

The Ideal Candidate Is...

- Mission-driven and passionate about employment inclusion.
- A natural networker who enjoys meeting employers and community partners.
- Creative and resourceful when solving problems.
- Organized and able to manage competing priorities.
- Comfortable working both independently and as part of a collaborative team.
- Skilled at communicating with diverse audiences, including employers, families, funders, and job seekers.
- Goal-oriented and motivated by helping others succeed.

Why Join TransCen?

At TransCen, we believe employment is one of the most powerful tools for creating independence, dignity, and community inclusion.

When you join our team, you'll become part of an organization known nationally for innovation, leadership, and impact in disability employment and transition services.

Benefits Include:

- Medical, dental, and vision insurance
- Retirement contribution
- Group life insurance
- Generous vacation and sick leave
- Professional development opportunities
- Supportive and collaborative work environment
- Meaningful work that changes lives



The Best Part?

You'll help individuals achieve something life-changing: meaningful employment, financial independence, and a stronger connection to their communities.

Ready to Join Our Team?

Please submit your resume and cover letter to jfuller@transcen.org

Applications will be reviewed on a rolling basis until the position is filled. A mutually agreed upon start date will be determined at the time of hire.

About TransCen

Our Mission: Improving the lives of people with disabilities through meaningful work and community inclusion.

We believe talent is everywhere, and opportunity should be too.

TransCen, Inc. is an Equal Opportunity Employer. We are committed to creating an inclusive workplace and welcome applicants from all backgrounds. Employment decisions are based on qualifications, merit, and organizational needs.