



**Brooklyn Workforce Innovations**  
**“Made in NY” PA Training Program**  
**Training Coordinator**  
**Position Announcement**

**Employee Type:** Full-Time, 35 hours per week

**Title:** Training Coordinator

**Program:** “Made in NY” Production Assistant Training Program

**Status:** Exempt

Brooklyn Workforce Innovations (BWI) helps jobless and working poor New Yorkers establish careers in sectors that offer good wages and opportunities for advancement ([www.bwiny.org](http://www.bwiny.org)).

The “Made in NY” PA Training Program is offered in partnership with the NYC Mayor’s Office of Media and Entertainment. Our mission is to provide unemployed and low-income New Yorkers the chance to work on New York sets and build careers in this dynamic field. The Training Coordinator will work at the BWI’s offices at the Brooklyn Navy Yard’s Building 92 and occasionally visit production sets around NYC to bring in new employer partnerships.

The Training Coordinator reports to the Program Director and is a full-time, key member of a small, dedicated team. S/he has extensive contact with our employer partners and develops new partners: describing our program and participant qualifications, negotiating job orders and pay rates, getting feedback on our participants’ job performance, responding to concerns. S/He maintains relationships with our graduates and employers via our program’s 24-hour hotline. The Training Coordinator also assists in coordinating guest instructors for training sessions and works directly with program participants: matching individuals with job opportunities and providing one-on-one and group career counseling. During in classroom training, the Training Coordinator instructs class based on the duties of an on Set Production Assistant. Duties will include:

**Responsibilities:**

- Provide classroom/in the field instruction and post-graduation counseling to assist program participants in improving job performance and career development.
- Select and prep program participants for job placements and internships; provide on-the-job and post-job counseling to ensure participant and program success.
- Establish and cultivate employer relationships; solicit and respond to employer feedback on participant job performance.
- Develop job leads.
- Field calls to program’s mobile phone during the day and be on-call for employer requests and job placements.
- Identify potential retention issues for Program Director and other staff attention.
- Track participant and employer data in BWI management information systems.

- Assist in coordinating training session logistics and post-graduation workshops.
- Other duties as assigned.

**Qualifications:**

- Thorough knowledge of the NYC production industry and all crew positions.
- At least three years experience in physical production for TV and/or film is required.
- Must be goal-driven and results-oriented with a friendly and professional demeanor.
- Demonstrated ability to work well independently and as a member of a team, and with a wide variety of stakeholders, including government agencies and foundations.
- Excellent communication and computer skills, well-organized, thorough, strong attention to detail, and motivated.
- Excellent teaching and/or group facilitation skills.
- Ability to multi-task and exercise excellent judgment.
- Enthusiasm and respect for working with low-income adults, including formerly incarcerated individuals.
- Strong commitment to the missions of BWI and partner organizations.
- Flexibility to work some evenings and/or weekends.
- Willingness to be on-call via phone as needed for unforeseen circumstances.

**Compensation:** Salary commensurate with experience. BWI offers an excellent benefits package including full health and dental insurance (following a three month waiting period), life insurance, retirement savings plan, flexible spending and paid time off.

**How to Apply:** Email cover letter, resume, and salary history to Venus Anderson, Program Director, madeinnypa@gmail.com no later than June 23rd, 2017.

**No phone calls, please.**

Please include "Made in NY" in the subject line.

**Only applications with a cover letter, resume and salary history will be considered.**

***BWI is an equal opportunity employer.***

***People of color, community residents and women are strongly encouraged to apply.***