

**Brooklyn Workforce Innovations  
Program Coordinator – Brooklyn Woods Training Program  
Position Announcement**

**Employee Type:** Full-Time, 35 hours per week  
**Program:** Brooklyn Woods Training Program

**Title:** Program Coordinator  
**Status:** Exempt

Brooklyn Workforce Innovations (BWI) is a nonprofit workforce development organization. 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)). BWI seeks a dynamic, experienced workforce development professional to oversee and execute program recruitment, candidate assessment, job readiness training and job placement activities for Brooklyn Woods, BWI's skilled woodworking and fabrication training program.

***The Position***

The Program Coordinator will be responsible for the day-to-day operations of Brooklyn Woods job placement and recruitment activities, which will provide underrepresented and low-income New Yorkers the opportunity to access careers in this hands-on field.

The Program Coordinator must be able to work independently and have the experience and skills to reach out and develop long-term relationships with employers to better understand their labor needs and workplace culture. In addition, s/he must be a self-starter, a strategic thinker and problem solver.

S/he will report to BW's Program Director.

***Specific Responsibilities***

- Coordinate recruitment and outreach efforts for Brooklyn Woods, a seven week sector-based training program, serving 60+ trainees annually.
- Coordinate training candidate selection process including answering phone inquiries, conducting weekly orientations, scheduling and conducting selection interviews, and ensuring student files contain all required documentation.
- Manage program try-outs and final class selection.
- Establish and maintain participant referral network comprising government agencies, community-based organizations, social service agencies and media contacts. Facilitate outreach presentations at referral partner organizations.
- Manage and enter data in BWI's customized database tracking participant and program progress. Produce reports as needed. Manage and maintain recruitment database and track referral sources.
- Develop and manage Brooklyn Woods' social media for outreach as well as graduate engagement.
- Provide program and job retention services to Brooklyn Woods students and graduates; including short term counseling, advocacy and referrals.
- Lead job development and career advancement services for Brooklyn Woods program graduates.
- Build linkages with businesses in the woodworking, fabrication, assembly and light-manufacturing sectors.
- Develop job leads and match program participants.
- Provide counseling to program participants one-on-one and in groups to assist in developing career goals, job search strategies and interviewing skills.
- Facilitate job readiness and world-of-work training workshops.
- Document placement activity, including verification of employment and job retention and advancement.
- Prepare graduates for interviews through mock interviews and individual interview coaching.

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- Oversee career development activities, including cultivating and maintaining employer relationships, and overseeing supportive services provided to graduates for two years after graduation.
- Ensure all program activities and program outcomes are tracked accurately. Responsible for data collection for performance-based job training contracts and philanthropic funders. Produce reports as needed.
- Ensure compliance with BWI's public and private funding contracts.
- Assist with special projects as assigned.

**Qualifications**

- Motivated, well-organized, thorough with strong attention to detail required.
- Excellent communication and relationship-building skills.
- Workforce development experience including recruiting and maintaining a participant referral network strongly preferred.
- Job Development or business development experience strongly preferred.
- 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 low-income job seekers.
- Ability to multi-task and exercise excellent judgment.
- Group facilitation experience preferred.
- Enthusiasm and respect for working with low-income adults and young adults; strong commitment to BWI's mission.
- Excellent data management and computer skills (Windows, Word, Excel, Database & Internet).
- Bilingual (English/Spanish) a plus.
- Flexibility to work some evenings and/or weekends.

***Compensation***

Based on 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/requirements to Scott Peltzer, Director, Brooklyn Woods to [speltzer@bwiny.org](mailto:speltzer@bwiny.org) by **April 13, 2017**. No phone calls, please. Please include BW Program Coordinator in the subject line. **Only applications with a cover letter, resume, and salary expectation will be considered.**

***BWI is an equal opportunity, affirmative action employer. People of color, community residents and women are strongly encouraged to apply.***