

**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). 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 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.