



JOB POSTING
Red Hook on the Road Commercial Driver (CDL) Training
Program Coordinator

Employee Type: Full-Time
Position: 35 hrs/week

Title: Program Coordinator
Status: Exempt

Brooklyn Workforce Innovations (BWI, www.bwiny.org) – is a non-profit, Brooklyn-based workforce development organization that changes the lives of over 900 jobless New Yorkers each year by offering them the skills and support they need to launch lasting careers. BWI's eight skills training programs are nationally renowned for being among the most effective poverty-fighting solutions for adults with barriers to employment. We provide free skills training, credential access and job readiness, followed by at least two years of job placement and career-advancement support. BWI helps individuals begin careers in commercial driving, voice and data cable installation, TV and film production and post production, skilled woodworking, and also operates a dynamic, customized training program.

Responsibilities

This role is one of two Program Coordinators working within a small team, committed and passionate about helping jobless New Yorkers launch meaningful careers. You will share the responsibility of coordinating recruitment and program selection, instructional delivery, and coaching participants throughout the program. You will work closely with the CDL Training Program team to ensure the program achieves critical job placement and career development outcomes and to support and maintain program partnerships that grow BWI's impact. Role reports directly to the Program Director. Specific responsibilities include:

Recruitment & Training

- Co-coordinate and co-facilitate weekly training program information sessions, recruitment, and outreach efforts for Red Hook on the Road, a four-week classroom-based and behind-the-wheel skills training program leading to a NYS Class B Commercial Driver License, serving 240+ trainees annually.
 - Support program applicants during all aspects of the assessment and selection process, including answering phone inquiries, reviewing NYS driving records.
 - Schedule and conduct program selection interviews and coordinate all assessment activities including drug screening.
 - Oversee recruitment and outreach efforts (may require intracity travel for outreach events).
 - Maintain and share weekly updates with the program team.
- Coordinate day-to-day program activities, including class and training schedules and curriculum delivery.
- Create and maintain all student driving schedules and track program attendance.
- Assist with coordinating and delivering classroom activities, including managing virtual training sessions.

Administration & Contract Management

- Develop and maintain all program and contract records and ensure all files are accurate and organized.
- Assess intake applications, determine contract eligibility, and collect all mandatory documentation.
- Maintain individual trainee and program data in BWI's Salesforce database, generate reports as needed.

- Track job placement and job retention verifications in collaboration with the program team.
- Maintain all vendor correspondence and record-keeping, including NYS Department of Motor Vehicle Reports, Entry-Level Driver Training modules, and scheduling NYS DMV road tests and retakes.
- Additional duties as assigned by Program Director.

Qualifications

- Enthusiasm and respect for working with low-income New Yorkers with barriers to employment.
- Strong commitment to BWI's mission and desire to work to create equity and measurable economic mobility for New Yorkers.
- Excellent communication skills, well-organized, thorough, strong attention to detail, and highly motivated.
- Goal-driven and results-oriented with a friendly and professional demeanor.
- Ability to multi-task and problem-solve and exercise excellent judgment.
- Digitally literate with Microsoft Office Suite and social media platforms.
- Experience working with non-profit contract management is strongly preferred.
- Familiarity with Salesforce and Airtable preferred.
- Workforce Development experience preferred.
- Demonstrated ability to work well independently and as a member of a team, and with a wide variety of stakeholders.
- Ability to engage and motivate a wide range of diverse constituencies.
- Flexibility to work some occasional evenings and/or weekends.

Compensation & Benefits: \$60,700 - \$63,200 per year, depending on experience. BWI offers a comprehensive benefits package, including health and dental insurance (after a 60 day-day waiting period), life insurance, employee retirement savings plan, flexible spending program, and 12 paid holidays.

BWI maintains a fun and inclusive office culture, welcomes casual attire, and offers reasonable flexibility in work schedules. Eligible for up to two days of remote work per week, with supervisor approval (full-time, in-person work will be required during portions of the year, based on program training schedules). **Workplace Health/Safety policy states that all new hires are required to be fully vaccinated against the COVID-19 virus.**

To Apply: No phone calls, please. Email cover letter and resume to Vanessa Soto, Red Hook on the Road CDL Training Program Director, vsoto@bwiny.org. Please include "Program Coordinator" in the email's subject line. Applications will be accepted until November 30, 2024.

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