



BROOKLYN WORKFORCE INNOVATIONS
PROGRAM ASSOCIATE - NEW YORK DRIVES PROGRAM
Position Announcement

Brooklyn Workforce Innovations (BWI) (www.bwiny.org) is a nonprofit workforce development organization that helps jobless and working poor New Yorkers to establish careers in sectors that offer good wages and opportunities for advancement.

BWI is seeking an AmeriCorps State and National to serve as Program Associate for a contracted term of service of 10.5 months. This is an unpaid position which provides a living stipend of about \$1248 per month. The program associate will report to the Director of the New York Drives training program.

New York Drives is an innovative training program that combines driver's education with job readiness training to connect low-income New Yorkers to careers in TV & film production. The Program Associate will assist the Director in several capacity-building projects, including the enhancement of retention and job search support services for program alumni, and the expansion of the employer network for BWI participants. They will be a key member of a small, hardworking team.

The Program Associate will also assist with outreach and recruitment, weekly orientations, and screening of applicants. They will play a vital role in assisting the director with the job readiness classes, training and placement of graduates and any additional program support.

This is a great opportunity to gain experience working for a dynamic nonprofit. You will be exposed to the inner workings of a nonprofit and will build valuable administrative and interpersonal skills.

Specific Responsibilities:

- Help to improve program graduate success by increasing New York Drives database of potential employers within the 5 boroughs
- Assist with job readiness training, job placement, retention, follow up services, and working with government contracts
- Engage existing referral agencies and community groups as well as identify and educate new referral sources about New York Drives, in order to expand the program's applicant pool
- Assist with weekly information sessions and screening applicant applications
- Attend outreach events and develop new and creative ways to market New York Drives training program
- Keep alumni engaged with program after graduation; responsible for upkeep of all social media accounts
- Provide a wide range of administrative assistance to program staff including data management and document collection

Qualifications:

- Bachelor's degree preferred, High School Diploma or High School Equivalency required
- Excellent interpersonal and communication skills, comfortable interacting with individuals from diverse backgrounds
- Ability to take initiative, solve problems independently and demonstrate critical thinking
- Comfortable with public speaking, Microsoft Suite, and social media
- Some background in recruitment and/or job readiness preferred
- Skilled with creating spreadsheets and using database software; detail-oriented; able to take directions and meet deadlines; excellent organizational skills
- Interest in working in an environment where your ideas and feedback are welcome
- Commitment to social and economic justice and the mission of Brooklyn Workforce Innovations

This is an AmeriCorps State and National position at Brooklyn Workforce Collaboration, administered by Lutheran Family Health Centers in Brooklyn. During the term of service of roughly 10.5 months, the AmeriCorps member must complete 1700 hours of service. Members receive a living stipend of roughly \$1,248 per month for a total of \$13,732 by the end of service (before taxes). After successfully completing service, members will receive an additional education award of \$5,920. Access to health care and deferment of student loans are additional benefits. Please visit www.nationalservice.gov for information about the AmeriCorps State and National program.

How to apply: No calls, please. To apply, please email a cover letter and resume to Cavril Blackwood, Director, New York Drives Training Program at cblackwood@bwiny.org. Please include "Program Associate Position Application" in the title of your email.

BWI serves a community with a widely diverse population. We make every effort to ensure that our staff represent, to the greatest extent possible, the population of the community in every way, including income, ethnicity, gender, religion, and sexual orientation. BWI is an equal opportunity, affirmative action employer. We encourage all to apply.