



Brooklyn Workforce Innovations
Program Director - Customized Training & Partnerships
Position Announcement

Employee Type: Full-Time

Title: Program Director, Customized Training & Partnerships

Program: Brooklyn Workforce Collaboration

Status: Exempt

Brooklyn Workforce Innovations (BWI, www.bwiny.org) – is a non-profit, Brooklyn-based workforce development organization that changes the lives of more than 900 jobless New Yorkers each year by offering them the skills and support they need to launch lasting careers. We seek to develop programs that counter prevailing market inequalities, especially those based on race and gender, and contribute to a broader movement for economic justice. Currently BWI helps New Yorkers start careers in several thriving industries: commercial driving, telecommunications cable installation, TV and film production and post production, and skilled woodworking, assembly and fabrication. To complement sector-based trainings, BWI also develops customized training opportunities in partnership with local employers and other community-based organizations.

BWI seeks a dynamic, experienced professional to develop employer-customized training and job placement opportunities in concert with our partners that primarily serve the low- income communities along the Brooklyn waterfront. The Program Director of Customized Training & Partnerships will work with the Brooklyn Navy Yard Employment Center, the Industry City Innovation Lab, and other key partners to match a skilled-up labor force with employers at the Yard, Industry City, and the surrounding communities.

Responsibilities:

The Program Director will identify, cultivate, and maintain partnerships that grow BWI's impact in the workforce development field. They will also work with partners to develop and run customized trainings that connect low-income New Yorkers to career opportunities. We are looking for someone who can be the public face of BWI and build strong, strategic relationships with employers, community-based organizations, and jobseekers alike. The Program Director will manage a Job Readiness Instructor and AmeriCorps volunteer, and will report to BWI's Executive Director. Key responsibilities will include:

- Lead business development efforts to raise awareness of BWI's customized training offerings and engage employer leads.
- Work closely with BWI program staff as well as partners at the Industry City Innovation Lab and the Brooklyn Navy Yard Employment Center to cultivate customized training opportunities at the Yard and Industry City.
- Develop, promote, coordinate and deliver employer-specific training for both individual employers and groups of employers in specific sectors.

- Develop selection criteria and outreach materials and methods for recruiting qualified jobseekers to customized training programs. Responsible for managing the application pipeline as well as selecting and enrolling program candidates.
- Develop curricula and training materials and coordinate all classroom activities.
- Facilitate classroom modules and provide support to training participants.
- Become familiar with public and private funding sources, and utilize them effectively in the provision of customized training.
- Select and retain educational, vocational and skills training providers as needed, and supervise vendors and consultants.
- Provide job placement and job counseling to customized training graduates, working closely with employer partners to ensure timely and successful hires.
- Track placement and job retention data, and produce reports as needed.
- Assist in fundraising, communications and publicity efforts for BWI as needed.

Qualifications:

- Experience in workforce development, program development, and/or employer engagement.
- Leadership experience, preferably within the workforce development and/or economic development fields.
- Experience with program and curriculum development, as well as launching and managing training or educational programming.
- Classroom facilitation experience highly preferred.
- Excellent communication skills, well-organized, thorough, strong attention to detail, and motivated.
- 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, employers, non-profit partners, foundations, and jobseekers.
- Enthusiasm and respect for working with low-income adults; strong commitment to the mission of BWI and our partner organizations.
- Ability to multi-task and exercise excellent judgment.
- Flexibility to work some evenings and/or weekends.

Compensation & Benefits: Commensurate with experience. BWI offers an excellent benefits package including health and dental insurance (following a three-month period), employer retirement plan, life insurance, employee retirement savings plan, flexible spending, and generous paid leave for vacation, holidays, personal days, and illness. BWI maintains a fun and inclusive office culture, welcomes casual attire, and offers flexibility in work schedules.

To Apply: No phone calls, please. Email a cover letter, resume and salary requirement to Aaron Shiffman, Executive Director, at jobs@bwiny.org. Only applications with a cover letter, resume and salary requirement will be considered.

BWI serves a community with a widely diverse population. We will 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.