

BROOKLYN WORKFORCE INNOVATIONS
YOUNG ADULT RECRUITMENT SPECIALIST



Title: Young Adult Recruitment Specialist
Program: Brooklyn Workforce Collaboration

Status: Non-exempt
Employee Type: Full-Time, 35 hrs/week

Brooklyn Workforce Innovations (BWI) – a nonprofit workforce development organization – seeks a dynamic individual to work as a full-time Young Adult Recruiter. BWI is a non-profit, Brooklyn-based workforce development organization that changes the lives of hundreds of 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.

The Young Adult Recruiter will join a team of committed BWI staff who are excited about helping New Yorkers launch long-term careers in emerging sectors of work. This hire will support youth recruitment activities for all training programs, with a special focus on four programs - Brooklyn Woods, Brooklyn Networks, the “Made in NY” PA Training Program, and the Brooklyn Workforce Collaboration (BWI’s customized training portfolio). Young adults are a key target population for BWI and have been known to respond best to non-traditional recruitment strategies. The person selected for this position will work closely with the Director of Customized Training and Partnerships to develop and implement innovative recruitment strategies to engage low-income young adults, ages 18-24. The Young Adult Recruiter will also collaborate with other key program staff across the BWI portfolio, and BWI’s Fundraising & Communications team.

Responsibilities

Core responsibilities of the Young Adult Recruiter include:

- Coordinate recruitment and outreach efforts for young people, including building upon and maintaining its current youth referral networks consisting of community-based organizations, social service, and government agencies. Build strong partnerships with these and other youth organizations.
- Utilize social media and other web-based recruitment and retention tools for young adults.
- Track applicant information and ongoing points of contact in performance measurement systems.
- Conduct presentations at community-based organizations, social services, and government agencies, and job fairs that serve young adult populations.
- Offer program teams support with the student selection process by reviewing materials for and/or conducting weekly orientations, screening applications, scheduling, and conducting candidate interviews, updating candidates on their application status, and ensuring student files contain all required documentation.
- Work closely with program staff and trainees to offer support customized for young adult beneficiaries through all stages of program and service (intake, enrollment, graduation, and job placement, career counseling, advocacy, and referrals.)
- Plan and lead professional development and job readiness workshops geared toward youth (career planning and computerized job search, e.g.).
- Track program graduates for two years (at 3-month, 6-month, 1-year, and 2-year milestones); provide follow-up services to ensure program and job retention. Link graduates to additional referral services as needed.
- Special projects as assigned.

BWI is an equal opportunity employer. We encourage all to apply.



Qualifications

- Bachelor's degree or two years of relevant experience in youth development or workforce development.
- Knowledge of NYC-based youth service providers.
- Experience in workforce development and/or vocational counseling preferred.
- Enthusiasm and respect for working with low-income young adults; strong commitment to BWI's mission.
- Teaching and/or group facilitation experience required.
- Demonstrated ability to work well independently and as a member of a team, with a wide variety of stakeholders, including beneficiaries, community-based organizations, and government agencies.
- Excellent communication and computer skills (Microsoft Windows, Word, Excel & internet)
- Well-organized, thorough, strong attention to detail, and motivated.
- Friendly, professional demeanor.
- Available to work flexible hours, including some evenings and weekends.

Compensation: Salary range \$50-55K depending on 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. Eligible for up to two days of telecommuting per week, with supervisor approval. Workplace Health/Safety policy states that all new hires are required to be fully vaccinated against the COVID-19 virus unless they have been granted an accommodation.

Start Date: November 2021

To Apply: No phone calls, please. Email cover letter, resume, salary requirements to Shani Watler, Customized Training Program Director, swatler@bwiny.org. Please include "Young Adult Recruiter" in the subject line of your email. **Only resumes with a cover letter and salary requirement will be considered.**

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