



Customized Training Manager Job Announcement

Employee Type: Full Time
Position: 35 hrs/week

Title: Customized Training Manager
Status: Exempt

Brooklyn Workforce Innovations (BWI, www.bwiny.org) – is a non-profit, Brooklyn-based workforce development organization that changes the lives of over 800 jobless New Yorkers each year by offering them the skills and support they need to launch lasting careers. BWI’s seven skills training programs are nationally renowned for being among the most effective poverty-fighting solutions for adults with barriers to employment. We provide free training 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, and skilled woodworking, and also operates a dynamic customized training program.

BWI seeks a dynamic, experienced professional to design and deliver employer-customized training and job placement opportunities, often in partnership with partner organizations, in order test new strategies, meet short-term hiring demand, or otherwise connect jobseekers to quality jobs identified by local businesses.

Responsibilities:

The Customized Training Manager will support and maintain partnerships that grow BWI’s impact in the workforce development field. They will also work with colleagues on BWI’s senior leadership team to engineer new training programs – building and compiling curricula, designing recruitment and program delivery methodology, and managing job placement – that bridge a gap or meet a need for low-income New Yorkers seeking new careers. A strong Customized Training Manager will be the public face of BWI and build strong, strategic relationships with employers, community-based organizations, and jobseekers alike. They will report to the Director of Partnerships and Customized Training.

Specific duties will include:

- 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.
- 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.
- Other duties as assigned.

Qualifications:

- Strong commitment to BWI's mission and desire to do work with a measurable impact
- Experience in workforce development, program development, and/or employer engagement.
- Experience with program and curriculum development, as well as launching and managing training or educational programming.
- Classroom facilitation experience strongly 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.
- Ability to multi-task and exercise excellent judgment.
- Flexibility to work some evenings and/or weekends.

Compensation & Benefits: \$58,500 – \$60,000 per year. BWI offers a comprehensive benefits package including health and dental insurance (following a three-month period), employer retirement plan, life insurance, employee retirement savings plan, flexible spending and 12 paid holidays.

BWI maintains a fun and inclusive office culture, welcomes casual attire, and offers flexibility in work schedules. Eligible for up to two days of remote work per week, with supervisor approval. Workplace Health/Safety policy states that all new hires are required to be vaccinated against the COVID-19 virus unless they have been granted a reasonable accommodation for medical or religious reasons.

To Apply: No phone calls, please. Email cover letter, resume, and salary requirement to Shani Watler, Director of Partnerships and Customized Training, swatler@bwiny.org. Please include "Customized Training Manager" in the email subject line. Applications will be accepted until 12/31/21.

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