



Customized Training Coordinator

Employee Type: Full Time

Title: Customized Training Coordinator

Position: 35 hrs/week

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 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 postproduction, and skilled woodworking, and also operates a dynamic customized training program.

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

Responsibilities:

The Customized Training Coordinator will support and maintain partnerships that grow BWI’s impact in the workforce development field. They will also work with BWI colleagues to offer new training programs – building and compiling curricula, designing recruitment and program delivery methodology, and supporting job placement activities – that bridge a gap or meet a need for low-income New Yorkers seeking new careers. A strong Customized Training Coordinator will be the public face of BWI with seekers and will participate in collaborations with employers and other community-based organizations. They will report to the Customized Training Manager.

Specific duties will include:

- Coordinate recruitment and outreach efforts for program participants, including building upon and maintaining its current referral networks consisting of community-based organizations, social service, and government agencies. Build strong partnerships with these and other organizations.
- Facilitate classroom modules and provide support to training participants.
- Provide job placement and job counseling to customized training graduates, alongside Program Manager.
- Assist Program Manager with training-candidate selection process including answering phone and email inquiries, conducting weekly orientations, and conducting selection interviews.
- Assist participants with enrollment forms, collect and compile forms, and build participant files ensuring appropriate contract compliance.
- Assist with the development of curricula and training materials and coordination of classroom activities.
- Support Program Manager with maintaining data in BWI’s Salesforce database to track participant and program outcomes, producing reports as needed.
- Work closely with BWI’s Young Adult Recruiter to coordinate recruitment and outreach efforts focused on young people.



- Assist in fundraising, communications, and publicity efforts for BWI as needed.
- Other duties as assigned.

Qualifications:

- Enthusiasm and respect for working with low-income New Yorkers; strong commitment to BWI's mission and desire to do work with a measurable impact
- 3-4 years professional work experience, 1-2 years of experience working with BWI target populations
- Some facilitation experience, preferably teaching soft skills or professional readiness
- Experience in workforce development, social services, and/or vocational counseling preferred.
- Proficiency in Salesforce, Microsoft Office Suite, and Google Workspace
- Well-organized, thorough, strong attention to detail, and highly motivated.
- Friendly, professional demeanor.
- Ability to multi-task and exercise excellent judgment.
- Willingness to work fully in person when needed (i.e, during training cycles)
- Available to work flexible hours, including some evenings and weekends.

Compensation & Benefits: \$58,500 - 62,000 per annum, depending on experience. BWI offers a comprehensive benefits package including health and dental insurance (following a three-month period), life insurance, employee retirement savings plan, flexible spending program and employer retirement plan, and 11 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. 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, resume, and salary requirement to Korey Grumm, Customized Training Manager, kgrumm@bwiny.org. Please include "Customized Training Coordinator" in the email subject line. Applications will be accepted until 8/4/22.

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