



**Brooklyn Workforce Innovations
Program Director – CDL Training**

Employee Type: Full-Time
Program: Red Hook on the Road

Title: Program Director
Status: Exempt

Brooklyn Workforce Innovations (BWI, www.bwiny.org) is one of New York City's most prominent and impactful workforce development non-profit organizations. BWI is Brooklyn-based but works to change the lives of more than 900 low-income jobless New Yorkers from throughout the five boroughs each year by offering them the skills training 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. BWI was launched in 2000 and today 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 skills trainings, BWI also develops customized training opportunities in partnership with local employers and other community-based organizations.

BWI seeks a dynamic, experienced professional to lead and manage its Commercial Driver (CDL) Training and career development program, Red Hook on the Road (RHOR), and its aligned bridge trainings that support potential program applicants via educational interventions. RHOR is a four-week training program designed to move low-income jobless New Yorkers into good careers in the transportation industry and provides support for graduates for up to two years as they transition into their new careers.

Responsibilities

The Program Director will identify, cultivate, and maintain partnerships that grow BWI's and RHOR's impact in the workforce development field. They will also work with project partners to continually improve the program's impact and relevancy with industry partners while connecting low-income program graduates to sector-focused career opportunities. We are looking for someone who can be the public face of the program and build strong, strategic relationships with employers, community-based organizations, and jobseekers alike. The Program Director will supervise and manage program staff, instructors and training vendors and collaborate with BWI's Adult Education partners on bridge programming designed to increase access to CDL Training and careers in transportation. The Director will report to BWI's Executive Director and serve on the organization's senior leadership team. Key responsibilities will include:

Team management and Supervision

- Managing and supervising a team of four staff in addition to instructors and training vendors.
- Managing contractual relationship with CDL Driving Schools.
- Coordinating two separate pre-training Bridge Program initiatives, including one for ESOL students seeking program enrollment.
- Setting and maintaining goals for team performance, overseeing mentorship and development of staff, including a regular cadence of one-on-ones and team meetings
- Ensuring real-time tracking of all program outcomes including enrollment, graduation, credential access, job placement and job retention data, and produce reports as needed. Ensure program meets annual goals.
- Becoming well-versed in current BWI public and private funding sources, and utilize them effectively in the provision of training, job placement and career advancement services including job retention.

Program strategy and fundraising

- Working closely with BWI leadership to scale enrollment and identify program expansion opportunities including bridge programming and career advancement pathways
- Working with BWI Executive Director and Director of Contracts to support performance on public contracts and working with BWI's Fundraising team to support existing funding relationships and cultivating both individual and corporate supporters.
- Managing program budget and program expenses.
- Support organizational leadership with new initiatives and special projects as needed.
- Assisting in fundraising, communications, and publicity efforts for BWI as needed.

Recruitment and Training

- Ensuring the program meets enrollment goals, collaborating with program team on program admission decisions and conducting final interviews during screening and assessment of candidates
- Managing and continuously improving selection criteria and outreach materials and methods for recruiting qualified jobseekers to the program.
- Overseeing the application pipeline as well as supporting with selecting and enrolling program trainees.
- Overseeing marketing materials for program recruitment including social media with support from the Fundraising and Communications team.
- Leading training curriculum development and management, ensuring an industry-aligned curriculum that is consistently updated to ensure relevance and trainee readiness
- Overseeing job readiness and world of work program instruction and curriculum components.

Industry Partnerships and Job Placement

- Supporting CDL Training team as needed during job placement, including providing direct job placement services and job counseling to training program graduates, working closely with employer partners to ensure timely and successful hires into quality jobs. May include participating in interview preparation and small group and one-on-one coaching sessions.
- Supporting the team in matching of credentialed program candidates and employer partners.
- Ensuring real-time tracking of all program outcomes including enrollment, graduation, credential access, job placement and job retention data, and produce reports as needed.
- Supporting partnership development including prospecting, outreach, and securing of new employer partners.
- Supporting relationship management with current employers and industry partners and identifying opportunities for further collaboration (e.g. guest speakers, co-branded events).
- Identifying and supporting advancement opportunities for alumni.

Qualifications

- At least six years of experience in workforce development.
- At least three years of leadership and supervisory experience, preferably within the workforce development sector.
- Knowledge of Commercial Driving industry strongly preferred.
- Experience with program, curriculum, and systems development strongly preferred.
- Classroom facilitation experience required.
- Must have excellent communication skills, be well-organized and thorough with a strong attention to detail.
- Must be highly motivated, 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, industry employers, non-profit partners, applicants and trainees and alumni.
- Enthusiasm and respect for working with low-income adults with barriers to employment.
- Demonstrated 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: Annual Salary range is \$100K-\$115K, depending on experience. BWI offers an excellent benefits package including health and dental insurance after 60 days of employment, life insurance, employee retirement savings plan, flexible spending account, and generous vacation, holidays, personal days, and sick leave. Employer retirement plan after three years of service.

BWI maintains an inclusive and fun 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 a cover letter, resume and salary requirement to Aaron Shiffman, Executive Director, at jobs@bwiny.org by **September 23rd, 2022**. Only applications with a cover letter, resume and salary request will be considered.

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