



Red Hook on the Road Training Coordinator Position Announcement

Employee Type: Full-Time, 35 hours per week
Program: Red Hook on the Road

Title: Training Coordinator
Status: Non-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 professional to support all activities of the Red Hook on the Road Commercial Driver's License program.

Specific Responsibilities

- Support applicants during selection process by answering phone inquiries, sharing weekly updates, scheduling, and conducting selection interviews.
- Maintain vendor correspondence, including assisting in running Motor Vehicle Reports, assigning ELDT modules to trainees, and scheduling retakes.
- Develop and maintain participant files and ensures they are accurate and contract compliant.
- Create and maintain student driving schedules and sign-in sheets.
- Assist with coordinating and delivering classroom activities, including managing virtual training sessions.
- Maintain virtual and physical attendance sheets and compiles cohort instructional hours for submission.
- Support Program Coordinator with contract designation for each participant.
- Assist Program Coordinator with maintaining data in BWI's Salesforce database to track participant and program outcomes, producing reports as needed.
- Additional duties as assigned.

Qualifications

- Goal-driven and results-oriented with a friendly and professional demeanor.
- Exemplify professionalism while maintaining the highest level of attention to detail.
- Outstanding (oral and written) communication, critical thinking, and problem-solving skills.
- Digitally literate and experienced in using Microsoft Office Suite, Social Media Platforms, and a familiarity with Salesforce.
- Ability to engage and motivate diverse constituencies.
- Demonstrate an ability to work well independently and as a member of a team, and with a wide variety of stakeholders.
- Strong commitment to the missions of BWI and partner organizations.

Compensation

\$57,000-\$60,000, commensurate with experience.

BWI offers a comprehensive benefits package, including health and dental insurance (after 60 day-day waiting period), life insurance, employee retirement savings plan, flexible spending program, and 12 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 (full-time, in-person work will be required during portions of the year, based on program training schedules). **Workplace Health/Safety policy states that all new hires are required to be fully vaccinated against the COVID-19 virus.**

How to Apply

Email cover letter, resume, and salary expectations to Vanessa Soto, Red Hook on the Road Program Director, vsoto@bwiny.org by **5/26/2023**. No phone calls, please. Please include "RHOR Training Coordinator" in the subject line. **Only applications with a cover letter and resume will be considered.**

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