



Program Associate Position Announcement

Employee Type: Full-Time

Position: 35 hrs/week

Title: Program Associate

Status: Exempt

Brooklyn Workforce Innovations (BWI, www.bwiny.org) is a non-profit, Brooklyn-based workforce development organization that changes the lives of more than 850 jobless New Yorkers each year by offering them the skills and support they need to launch lasting careers. BWI's eight skills training programs are nationally renowned for being among the most effective poverty-fighting solutions for adults from all five boroughs of New York City who have barriers to employment. BWI provides free training and job readiness, followed by at least two years of job placement and career-advancement support. Currently, BWI helps individuals begin careers in commercial driving, voice and data cable installation, TV and film production and post production, tech, and skilled woodworking, among other local sectors.

BWI seeks a dynamic administrative professional to support all activities of the "Made in NY" Production Assistant Training Program. The program brings together the resources of the Mayor's Office of Media and Entertainment and BWI to collaborate on implementing sector-based job training leading to careers in NYC's film and television industry. The Program Associate will report to the "Made in NY" Production Assistant Training Program Director.

Responsibilities

- Assist Program Coordinator with maintaining program email, newsletter, and social media accounts to promote recruitment and foster community engagement
- Conduct information sessions during recruitment cycles to educate prospective applicants about program eligibility
- Provide general support and administrative assistance to program team by maintaining contract data portals, sharing feedback and input during program planning and development, and assisting with events and gatherings
- Offer additional learning and teaching support to program participants
- Maintain systems for data collection in BWI's Salesforce trainee database and Airtable for tracking and outcome reporting, including verification of employment, job retention, and career advancement of MiNY PA participants
- Other duties and special projects as assigned.

Qualifications

- Strong commitment to the missions of BWI and partner organizations.
- Knowledge of the NYC film and television industry.
- Exceptional organizational and administrative skills.
- Demonstrated ability to work well independently and as a member of a team, and with respect to a wide variety of stakeholders, including non-profit partners, employers, applicants, trainees, and alumni

- Excellent verbal and written communication skills, including maintaining social media platforms.
- Experience teaching and/or group facilitation skills preferred.
- Ability to multi-task and exercise excellent judgment.
- Flexibility to work some evenings and/or weekends.

Compensation: \$59,000– \$61,000. BWI offers a comprehensive benefits package, including health and dental insurance (first of the month after a 60-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.**

To Apply: No phone calls, please. Email cover letter and resume to Kristin Sisley, Program Director, at ksisley@bwiny.org.

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.