



NYCHA RESIDENT TRAINING ACADEMY PROGRAM COORDINATOR (FULL-TIME) Position Announcement

Brooklyn Workforce Innovations (BWI) – a nonprofit workforce development organization – seeks a dynamic individual for the position of NYCHA Resident Training Academy Program Coordinator. BWI helps jobless and working poor New Yorkers establish careers in sectors that offer good wages and opportunities for advancement (www.bwiny.org). The Program Coordinator will launch and oversee a new job training program providing unemployed and low-income public housing residents with several weeks of full-time soft and hard skills training followed by job placement in positions as New York City Housing Authority (NYCHA) Caretakers.

Responsibilities

The Program Coordinator will be responsible for the day-to-day operations of BWI's NYCHA Resident Training Academy program and activities. The Training Academy is a pilot program bringing together the resources of NYCHA, the Robin Hood Foundation and BWI. The Program Coordinator will shepherd program development and launch and ensure that BWI meets its training and job placement service goals. S/he will report to the Executive Director and work closely with program staff within BWI and at partnering agencies. S/he will supervise a team as well as provide direct service to participants. Duties will include:

- Oversee and coordinate operations of BWI's NYCHA Resident Training Academy program activities.
- Supervise staff, ensuring individual and team goals are met. Recruit and train new staff as necessary.
- Ensure all program activities and data are tracked accurately. Produce reports as needed.
- Conduct outreach and develop outreach materials and methods for recruiting sufficient number of qualified applicants. Participate in interviewing, screening, and registering program candidates as needed.
- Coordinate program activities and instruction, including lessons provided by partners and vendors. Help develop curricula and training materials. Lead classroom sessions as needed.
- Monitor student progress and instructor effectiveness.
- Provide and/or supervise job placement and job counseling to program participants, working closely with hiring partners at NYCHA to ensure timely and successful hires and job retention.
- Connect participants with social supports, including ensuring that all enrollees access Single Stop resources. Collaborate with Single Stop staff to ensure successful outcomes.
- Assist in fundraising, communications and publicity efforts for Training Academy and BWI.
- Develop new program methods and materials to improve services, outcomes, and retention.

Qualifications

- Minimum of three years supervisory experience in workforce development required.
- Bachelor's degree required, Masters Degree preferred.
- Program and curriculum development experience required.
- Teaching and/or group facilitation experience required.
- Experience developing and operating a pilot nonprofit workforce development program highly preferred
- Demonstrated ability to work well independently and as a member of a team, and with a wide variety of stakeholders, including government agencies and foundations.
- Excellent communication and computer skills, well-organized, thorough, strong attention to detail, and motivated. Friendly, professional demeanor.
- Enthusiasm and respect for working with low-income population; strong commitment to BWI's mission.
- Bilingual English/Spanish a plus.

Compensation: Based on experience. BWI offers a good benefits package including health, dental and retirement.

To Apply: No phone calls, please. Email cover letter, resume, salary history/requirement to tanderson@bwiny.org.

BWI serves a community with a widely diverse population. We will make every effort to ensure that our staff represent, to the greatest extent possible, the population of the community in every way, including income, ethnicity, gender, religion, and sexual orientation. BWI is an equal opportunity, affirmative action employer.

We encourage all to apply.