

Skills Training Program Coordinator (Building Maintenance, HVAC, and Urban Greenscaping)

Full Time

Reports to: Skills Training Program Manager

St. Nicks Alliance Workforce Development provides comprehensive workforce services leading to employment and a career ladder for unemployed and under-employed community residents. We are currently seeking a program coordinator to support our new young adult building maintenance training, Urban Greenscaping, and HVAC program. The Building Careers in Building Maintenance program (BCIBM) is a collaboration of committed building management employers including St. Nicks Alliance's own housing management, CUNY's City Tech, NY Safety & Training, and other community partners to develop, lead and provide credentialed Building Maintenance Technician training to 55 young adults (ages 18-24) leading to full-time, permanent, jobs with a career path at our BCIBM partner employers as well as other residential housing management companies. The Greenscaping training includes horticulture education through hands-on training and includes OSHA 30, SST 10HR, OSHA Forklift Operator. The HVAC training is a 5-week technical and safety training to obtain the following certifications: OSHA-30, 10-Hour Site Safety, Building Operations & Maintenance, GPRO Mechanical Certification, EPA 608 Certification, Fireguard F-60, Fireguard G-6. All trainings receive workplace readiness training and work place success.

DUTIES INCLUDE:

- Enhance existing SNA Job Readiness curriculum to meet building maintenance employer needs.
- Partner with technical training vendors to launch a Building Maintenance hard skills training program.
- Work with SNA anchor employers to incorporate their feedback and to serve as guest speakers for key modules.
- Support the success of the Building Maintenance, HVAC training, and the Urban Greenscaping.

Outreach

- Partner with Outreach Specialist to ensure 20 enrolled students per cohort and a minimum of **110 enrolled** including 55 enrolled across the 3 cohorts for the Building Maintenance, 40 enrolled across 2 cohorts for HVAC training and one cohort of 15 for Greenscaping

- Screen clients and conduct intake
- Program Coordination
- Facilitate info sessions, job readiness / life skills workshops for Building Maintenance
- Conduct case management assessment and provide case management services - one- on-one and group interviews, assessing participants' education and work history, need for support services, career preferences, and barriers to employment.
- Handle an active case load of enrolled Skills Training participants and an Alumni Retention caseload of up to 110 at any given time.
- Provide career coaching to students while enrolled in all phases: training, job search, and post placement.

Employer Engagement

- Partner with committed anchor employers and other interested employers to be a part of recruitment, comment on Job Readiness, serve as guest speaker, participate in mock interviews, host site visits and hire graduates.
- Secure documentation verifying employment. i.e. paystubs as required and ensure in the participant folder.

Funder Management

- Participate in grant reporting
- Ensure all data is captured in St. Nicks Alliance database, ETO , for all 110 trainees.
- Perform other tasks in support of St. Nicks Alliance as directed.
- Be available to work some evenings and occasional weekends.

Qualifications:

- Bachelor's degree in Psychology, Social Work, Education, Human Resources or related field preferred and 2 years of experience in social service organizations
- Relate openly and comfortably with students to encourage strong relationships and accountability.
- Strong relationship management skills and ability to partner with funder and employers
- Approach work with a customer-focused commitment and attempting smart and innovative approaches to overcome student employment challenges.
- Excellent communication skills, written and verbal, including cold calling
- Organization skills and great time management; ability to multitask and manage multiple deadlines
- Coachable, open to feedback, and eager to develop their current skills
- Strong work ethic and commitment to produce high quality work



- Teamwork, including actively reaching out to colleagues to support or consult on projects and maintains collaborative work environment
- 3 years case management experience in a Non-Profit, Social Services, Workforce Development or related environment.
- Minimum of 6 months of Workshop Facilitation for Instructional and/or Workplace Success Job Readiness/Essential Skills Training.
- Online Workshop and Training Facilitation experience
- Excellent organizational and interpersonal skills
- Strong communication, data entry, computer, writing and time management skills.
- Database experience
- Ability to motivate others towards achieving goals
- Ability to work independently with a strong sense of focus, task-oriented, non judgmental, clear sense of boundaries.
- Ability to collaborate with the Workforce Development team including Account Managers and the Deputy Director of Skills Training.
- Strong sense of and respect for confidentiality involving both clients and fellow employees
- Ability to work with culturally-diverse individuals.
- Experience launching new programs preferred

Salary Range:

\$50,000- \$60,000

How to apply

Please submit a thoughtful cover letter and resume with “Skills Training Program Coordinator” in the subject line.

Visit www.stnicksalliance.org to learn more about the organization. Please no phone calls.

St. Nicks Alliance is an Equal Opportunity Employer.

Job Type: Full-time

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance



Experience level:

- 2 years

Schedule:

- Monday to Friday

Work setting:

- In-person
- Office

Ability to commute/relocate:

- Brooklyn, NY 11206: Reliably commute or planning to relocate before starting work (Required)

Education:

- Bachelor's (Preferred)

Experience:

- Case Management: 3 years (Preferred)

Work Location: In person