



**St.Nicks Alliance**

*Where Opportunity Grows*

**JOB TITLE:** YOUTHBUILD Work Experience Coordinator

**REPORTS TO:** PROGRAM DIRECTOR, YOUTHBUILD PROGRAM

St. Nicks Alliance is a nonprofit, nonsectarian community-based organization founded in 1975 with the mission to serve as a catalyst to improve the quality of life of residents in North Brooklyn communities through its work in five main areas: housing, healthcare, workforce development, economic development, and youth and education. St. Nicks Alliance's Workforce Development division provides comprehensive workforce services leading to employment and a career ladder for unemployed and under-employed community residents.

**JOB SUMMARY:**

St. Nicks Alliance seeks a successful candidate to support its newly awarded YouthBuild Program in collaboration with the Department of Labor (DOL). The Youthbuild Work Experience Coordinator will be responsible for developing and building capacity/partnerships with potential internship providers in the Construction, and Healthcare fields. The goal of this role is to build internship, externship, and apprenticeship opportunities. Further, the Work Experience Coordinator will work with the YouthBuild Job Developer to successfully match graduates of YouthBuild's Construction and Construction Plus (Healthcare) cohorts with employers in the construction, healthcare, and other related fields. The candidate will also be responsible for ensuring partner sites can support YouthBuild's 42 annual participants in developing industry specific skills. The applicant will add an additional layer of screening to potential internship participants to ensure that they have the support that they need to begin interning and that they are aware of the job responsibilities / requirements before getting matched to a site. This role will also require the timely collection and submission of funder required documents, weekly visits to internship sites once they are up and running to collect timesheets and other required documents and the submission of payroll for all registered interns. This candidate must have a strong understanding of young adult employment skill development, job readiness practices, deficits and success strategies in increasing young adult participation in the labor market. Prior experience developing work experience internship opportunities is highly preferred. Candidate must be able to report to the office Full-Time 5-days a week to support the YouthBuild Program In-Person Education and Training program.

## **DUTIES:**

- Managing and inspiring a caseload of up to 42 participants annually.
- Responsible for developing and maintaining a diversity of professional, strong and valuable internship worksite opportunities in construction and healthcare for the Young Adults and matching them with employer/intern hosts.
- Support St. Nicks Alliance Affordable Housing Partner Contract to ensure 22 construction and 20 Healthcare trainees are annually placed in work experience development projects/ funder paid healthcare clinical internships.
- Serve as primary liaison and develop strong relationships with Construction Work Experience General Contractor partner/ Construction Plus Healthcare provider and support on the worksite and coordinate offsite classroom instruction, site visits and guest speakers as needed during work experience apprenticeship.
- Collaborate closely with the YB team to ensure clients are successful and have a full individualized work experience plan
- Support Recruitment & Retention specialist with intake screening through individual and/or group assessment processes.
- Responsible for developing and facilitating bi-weekly in-person work readiness workshops for participants.
- Visit worksites weekly (upon participants starting their internships) to ensure the collection of weekly timesheets and weekly worksite assessments.
- Ensure that all required internship paperwork is submitted in a timely fashion, is accurate and has proper approval prior to program submittal deadlines in our funder payroll database.
- Hold periodic one on one meetings and monthly alumni events with employed graduates to ascertain goals, on the job problems and any other potential barrier to continued employment.
- Work closely with YB job developer to ensure participants have a clear path to employment once internships complete.
- Continue to work with program Job Developer to look closely at employer/internship host employer contacts to see if there are areas to connect each other for potential expansion.
- Submit regular case notes to our internal ETO database system, including a monthly participant update. The Work Experience Coordinator is also expected to support the YB Transformational Coach/ Case Manager with updating Individualized Development Plans for each participant.
- Collaborate with YouthBuild Educational Coordinator on skill testing & development
- Lead facilitation of TransfrVR skills training workshops for both construction and healthcare cohorts
- Ensure all participants receive uniforms and PPE necessary for work experience start
- Work closely with YouthBuild program staff to review client progress, challenges and outcomes.

- Assist in Facilitating youth work readiness sessions across young adult programs as needed.
- Work collaboratively with all youth related programs to assist with participant recruitment, intake, screening and enrollment when necessary.
- Maintain case records in accordance with program standards.
- Real time data entry and milestone tracking in St. Nicks Alliance ETO Database .
- Follow department calendaring procedure to ensure coverage, support, and collaboration
- Perform other duties as assigned

**Annual Salary:** \$50,000 - \$55,000

**How to apply:** Please submit a thoughtful cover letter and resume to [snaworkforcehr@stnicksalliance.org](mailto:snaworkforcehr@stnicksalliance.org) with Work Experience Coordinator in the subject line. Visit [www.stnicksalliance.org](http://www.stnicksalliance.org) to learn more about the organization. Please no phone calls.

Job Type: Full-time

**Benefits:**

401(k)

Dental insurance

Health insurance

Life insurance

Paid time off

Vision insurance

**Schedule:**

8 hour shift

Monday to Friday

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

**Education:** Bachelor's (Preferred)

**Experience:** Coordinator: 3 years (Preferred)