

## **Young Adult Recruitment and Retention Specialist (YouthBuild & Anti-Gun Violence Programs)**

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 full-time Young Adult Recruitment and Retention Specialist for its newly awarded YouthBuild Program in collaboration with the Department of Labor (DOL). Youthbuild is a Global movement which focuses on training, education, employment and leadership development for opportunity youth between the ages of 16 and 24. The YouthBuild model, based on the following core values: Love, Accountability, Collaboration, Diversity, and Leadership, supports young people to develop skills they need to succeed in both the workplace and their communities.

The recruitment and intake specialist will work to ensure that the program meets its recruitment/enrollment goal of 74 young adults (ages 16-24 who are out of school and out of work) yearly. This includes enrolling all 74 into a vocational training track and supporting other young adult program recruitment. They will recruit students by developing community partner and alumni networks, visiting high schools, career and college inquiry events, and partnering with CBO's for referrals. They will also spearhead the YouthBuild intake process and input participants' applications into ETO. They will also arrange onsite tours and conduct information sessions. This individual is also responsible for ensuring program retention/completion and is expected to develop and retain relationships with volunteer and community engagement organizations to support participant engagement requirements. They will report to the YouthBuild Program Director.

### **Responsibilities:**

- Goal for the Recruitment and Retention Specialist is to annually recruit 74 young adults aged 16-24 who are out of school and out of work and vaccinated for Covid-19 with a primary focus on high needs zip codes in North /Central Brooklyn.
- Enrollment Goals for each program/ training cohort must be met to ensure compliance with YouthBuild's annual enrollment goals as well as certification, graduation, internship and job placement goals.

- Attend all relevant young adult recruitment events (including some evenings and weekends) and work to continue to build recruitment and outreach opportunities within communities and/or partnerships.
- Build and sustain relationships with the key personnel of local high schools / colleges and other key community institutions to help programmatic recruitment efforts
- Build and enhance community partnerships to address barriers to employment and education
- Program Retention - supporting program staff to ensure all participants complete training, retain internship/employment, and complete community engagement/ volunteer requirements. Provide retention management services to young adults on assigned caseload through their internship and transition to post-program goals
- Build and sustain strong relationships with all young adult participants
- Ensures that application information is entered into the appropriate databases - St. Nicks Alliance database (ETO), internal trackers, and DOL funder databases.
- Reviews prospective participant's applications, conducts thorough intake and ensures they have all qualifying documents to be matriculated into the program.
- Follow up with students to verify any application issues, including discrepancies or missing information.
- Conduct weekly young adult orientations for prospective YouthBuild and other young adult program participants and be knowledgeable of all St. Nicks Alliance Workforce Development program offerings.
- Ensure that YouthBuild Recruitment, enrollment, retention, and programmatic goals are being achieved in accordance with internal and DOL timelines.
- Collaborate and work with an interdisciplinary team including Program Directors, Deputy Directors, case managers, work readiness facilitators, job developers, work experience coordinators and educational coordinators.
- Attend all relevant funder programmatic trainings and conferences
- Performs other related duties as assigned

### **Qualifications:**

- Excellent Communication Skills, BOTH ORAL AND WRITTEN
- A minimum of 2 years' experience working in a social service organization or employment related program with 1 year involved in working with youth
- Previous Recruitment experience is a plus
- Bachelor's Degree required; or working towards bachelor's degree in related field
- Prior experience working with DOL, YouthBuild, or Anti-Gun Violence funded programs a plus
- Demonstrated success with outcomes and performance management
- Background in and commitment to youth development with a focus on 16-24 year olds
- A minimum of 2 years experience managing and imputing program data utilizing a database program

- Ability to work 35 hours per week Monday-Friday 9am-5pm in the office and
- Occasional evening/weekend availability
- Must be fully vaccinated for COVID-19 and provide proof of vaccination

Job Type: Full-time

**Annual Salary:** \$50,000 - \$60,000

**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.

**Benefits:**

401(k)

Dental insurance

Health insurance

Life insurance

Paid time o

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)

St Nicks Alliance is an Equal Opportunity Employer.