

Tech Literacy Transformational Coach

Who we are:

St. Nicks Alliance, a North Brooklyn based community organization, seeks to transform the lives of low- and moderate-income people through employment, education, housing, elder care and social services. We do this by delivering impactful services with measurable outcomes to children, adults, and the elderly. As a civic anchor, we carry out this mission within the context of building a sustainable community for all people through the arts, environmental advocacy, and urban planning.

St. Nicks Alliance Workforce Development Center empowers and trains historically marginalized community members from North and Central Brooklyn to move from unemployment to careers and jobs with sustainable wages enabling over 1800 local residents annually to improve their economic status. Our services are robust and range from employment-contextualized ESOL, digital/computer literacy, ABE, and HSE to workplace success skills training and job placement to sector-based employer-linked vocational training with a focus on career occupations in the green trades, healthcare, technology and financial service sectors.

We are currently seeking a **Tech Literacy Transformational Coach** for our 790 Broadway Workforce Development Center location in Brooklyn.

What you'll do:

The transformational coach will support our growing technology training, including providing direct support and resources to assist participants overcome barriers that prevent the achievement of industry certifications and educational and internship/employment goals. The training will provide industry certifications in data analytics, google data analytics and it, cybersecurity, Python, Microsoft Excel specialist, SQL, Power Bi, Tableau certifications.

Specific duties include, but are not limited to:

- Support a caseload of up to 120 students through the year
- Ensure that participant's folders are complete including copies of identification, documents, and case notes
- Make appropriate referrals to address barriers: educational, employment, childcare, college readiness, housing, domestic violence, mental health, as well as, other outside resources to meet the client's needs
- Work with community anchors to develop a robust list of potential referrals for participants that are experiencing hardships or situations that they are unable to navigate on their own
- Input client data in real time to help track and monitor the progress of clients enrolled in the programs in the St. Nicks Alliance required ETO database and OSOS
- Support, monitor, and follow up on participants' attendance in education classes and other related activities
- Develop an individual educational/career plan for each participant.
- Facilitate workplace success job readiness training, cultivate guest speakers, and expose participants to career paths
- Other duties as assigned by the senior managing director, director of operations, and tech literacy program manager.

What we are looking for:

- must be bilingual (Spanish, English)

- bachelor's degree and 3-years related field experience in social service organization preferred
- knowledge of community resources and working with high-risk populations

What's in it for you:

- compensation range: \$50,000–\$55,000 (*the actual compensation will depend on a variety of job-related factors which may include geographic location, work experience, education, and skill level*)
- competitive benefits package (medical, dental, vision, 401k)
- 12 company paid holidays; paid vacation, sick, and personal time off
- learning & development opportunities & access to wellness programs

How to apply:

Please submit a thoughtful cover letter and resume to snaworkforce@stnicksalliance.org with the subject line: “Tech Literacy Transformational Coach” in the subject line.

St. Nicks Alliance is an Equal Opportunity Employer that values diversity. We consider applicants for all positions without regard to race, color, national origin, religion, sex, gender identity, age, disability, alienage or citizenship status, ancestry, marital status, sexual orientation, veteran status, or any other status or characteristic protected by applicable federal, state or local laws.

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