

## **Community Outreach Recruitment Coordinator**

### **Who we are:**

St. Nicks Alliance, a North Brooklyn based community organization, seeks to transform 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 Community Outreach Recruitment Coordinator for our 92 Throop Avenue workforce development center location in Brooklyn.

### **What you'll do:**

Our community outreach recruitment coordinator will support recruitment of a variety of programs including construction, environmental remediation, HVAC, financial services, hemodialysis, and direct job placement support. The community outreach recruitment coordinator will have a specific focus on recruitment in North and Central Brooklyn, with concentrated efforts on recruiting from violence intervention focus areas.

Specific duties include, but are not limited to:

- The Outreach Recruitment Coordinator primary goal is to support recruitment and enrollment of 290 (125 Construction, 50 Environmental Remediation, 15 Building Maintenance, and 100 Job Club) training participants.
- Recruit a minimum of 50% of each cohort from NYCHA developments and the Violence Interruption community partner referrals.
- Lead relevant outreach recruitment events on a weekly basis (including some evenings and weekends) and work to continue to build recruitment and outreach opportunities within the local North/Central Brooklyn community.
- Build and sustain relationships with the key personnel of NYCHA, Violence Interruption Community Partners, local elected officials, and other key community institutions to help programmatic recruitment efforts.
- Review prospective participant's applications and ensures they have all qualifying documents to be matriculated into the program and meet the program criteria. Follow up with students on any discrepancies or missing information to ensure successful enrollment.
- 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.
- Other duties as assigned by the Deputy Director of workforce development and the Skills Training Program Manager

### **What we are looking for:**

- excellent communication skills, both oral and written.
- a minimum of 2 years' experience working in a social service organization or employment related program with a customer facing role.
- previous outreach/recruitment experience is a plus.
- demonstrated success with outcomes and performance management
- a minimum of 1-year experience managing and inputting program data utilizing a database program
- ability to work 35 hours per week Monday–Friday 9 a.m.–5 p.m. in person and frequent evening/weekend availability to support outreach and recruitment at community and NYCHA events
- bachelor degree preferred

**What's in it for you:**

- compensation range: \$27-30 an hour based on a 35-hour work week *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 and development opportunities plus access to wellness programs

**How to apply:**

Please submit your application via indeed, or send a cover letter and resume to [snaworkforcehr@stnicksalliance.org](mailto:snaworkforcehr@stnicksalliance.org)

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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