

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 **full-time community outreach recruitment coordinator** for our 92 Throop Avenue Workforce Development Center location in Brooklyn.

What you'll do:

The community outreach recruitment coordinator will support recruitment of a variety of programs, including work readiness training, HVAC, financial services, hemodialysis, and direct job placement support. The primary goal of this role is to support the recruitment and enrollment of 420 training participants (250 Work Readiness, 50 Financial Services, 20 Hemodialysis, and 100 Job Club).

Specific duties include, but are not limited to:

- Recruit a minimum of 50% of each cohort from NYCHA developments
- Lead relevant outreach recruitment events on a weekly basis (including evenings and weekends), and continue to build recruitment and outreach opportunities within the local North/Central Brooklyn community
- Build and sustain relationships with the key personnel of NYCHA, local elected officials, and other key community institutions to help programmatic recruitment efforts
- Review prospective participants' applications and ensure they have all qualifying documents to be matriculated into the program and meet the program criteria, following 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 director of Workforce Development and the deputy director of Employment Services

What we are looking for:

- Excellent communication skills, both oral and written
- A minimum of two years' experience working in a social service organization or an employment-related program with a customer-facing role
- A minimum of one year of experience managing and inputting program data utilizing a database program
- Demonstrated success with outcomes and performance management
- Ability to work in-person Monday through Friday from 9am-5pm (35 hours per week), with frequent evening/weekend availability to support outreach and recruitment at community and NYCHA events
- Bachelor's degree preferred
- Previous outreach and recruitment experience is a plus.

What's in it for you:



St.Nicks Alliance

Where Opportunity Grows

- compensation range: \$27-30 per hour *(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 and access to wellness programs

How to apply:

Please send a cover letter and resume to snaworkforcehr@stnicksalliance.org, or submit your application via Indeed.

St. Nicks Alliance is an Equal Opportunity Employer. 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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