

## **Train & Earn Outreach and Retention Specialist**

### **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 Building Trades, Healthcare, Technology and Financial Service sectors.

We are currently seeking a **full-time Train & Earn outreach and retention specialist** for our 92 Throop Avenue Workforce Development Center location in Brooklyn.

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

The Train & Earn outreach and retention specialist will focus on recruitment for Healthcare (home health aide, CNA/PCT, hemodialysis) trainings. The outreach and retention specialist will work to ensure that the program meets its enrollment goal of training 60 young adults (ages 16-24 who are out of school and out of work) annually. They will recruit students by developing alumni networks, visiting high schools, college admissions events, and partnering with community-based organizations. They will also process participants' applications and input into the DYCD PTS and St. Nicks Alliance ETO systems. They will also conduct interviews, arrange on-site tours, and conduct monthly information sessions. They will report to the Train & Earn program director.

The full-time outreach and retention specialist, dedicated solely to the Train & Earn program, will focus on participant recruitment and support case managers with program retention. The specialist should have the skills and personality to forge relationships with out of school, out of work (OSOW) youth and encourage their participation and continuation in the program by ensuring participants have access to supportive services, especially during the follow-up period, in coordination with case management staff.

Specific duties include, but are not limited to:

- The goal for each outreach and retention specialist is to annually recruit 60 young adults aged 16-24, with focus to primarily recruit young adults in North/Central Brooklyn who are OSOW. Enrollment goals for each training cohort must be met to ensure compliance with DYCD annual enrollment goals as well as supporting certification, graduation, internship, and job placement goals
- Is responsible for helping the Train & Earn program meet its allocation / enrollment goals with quality candidates for the sector-focused training area
- Attend all relevant recruitment events on a monthly basis (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, NYCHA and other key community institutions to help programmatic recruitment efforts
- Build and sustains strong relationships with all young adult participants, supports career retention post technical training, and takes the lead on all quarterly retention goals
- Maintain an active retention case load of alumni
- Facilitate youth work readiness sessions in college readiness, job search and networking, entrepreneurial skills, and mock interviews for each new Train & Earn cohort
- Review prospective participants' applications and ensure that 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



# St.Nicks Alliance

*Where Opportunity Grows*

- Conduct weekly young adult training info sessions and new cohort orientation for prospective students, and answer questions about the Train & Earn program
- Help to ensure that all enrollment and programmatic goals are achieved in a timely manner
- Attend all relevant programmatic trainings and conferences
- Input and monitor the progress of clients enrolled in the program in the St. Nicks Alliance required ETO database and funder database PTS
- Other duties as assigned by the senior managing director, director of Operations, and program manager

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

- Bachelor's degree and 2-3 years of job-related experience in workforce, youth or similar services preferred
- Knowledge of community resources and working with high-risk populations
- Excellent organizational and interpersonal skills are required
- Must have strong communication, writing, and computer skills
- Strong experience working with low-income job seekers; young adults, proven ability to work as part of a team; ability to multitask, prioritize, and meet deadlines
- Ability to work some evenings
- Fluency in English/Spanish is helpful

## **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 and access to wellness programs

## **How to apply:**

Please submit a thoughtful cover letter and resume to [snaworkforcehr@stnicksalliance.org](mailto:snaworkforcehr@stnicksalliance.org) with the job title in the subject line. Only candidates selected for an interview will be contacted. Visit [www.stnicksalliance.org](http://www.stnicksalliance.org) to learn more.

*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.*

**Visit [Stnicksalliance.org](http://Stnicksalliance.org)**