

Building Trades Job Developer

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 several **full-time building trades job developers/internship coordinators** for our 92 Throop Avenue Workforce Development Center location in Brooklyn. The YouthBuild and Train & Earn job developers/internship coordinators work with young adults (16-24), and the Skilled Build job developer works with adults 18 and over.

What you'll do:

St. Nicks Alliance seeks multiple candidates to serve as adult and young adult job developers with a focus on building trades in the following sectors: construction, environmental remediation, building maintenance, and HVAC. The job developer will be responsible for developing and building capacity/partnerships with potential employers in these building trades fields. The goal of this role is to build employment and internship opportunities, successfully matching disconnected, underserved, unemployed, or underemployed adults (18 and over) or young adults (16-24) with sustainable career work and/or quality internships.

Specific duties include, but are not limited to:

- Managing and establishing strong relationships with Construction and Healthcare industry associations and employers to develop sector-related job opportunities for clients
- Stay engaged with both employer and job seeker to ensure successful 85% or higher placement and strive toward 100% retention of all placed within their sector of training
- Help facilitate Job Readiness workshops, including resume development, mock interviews, career path development, and promote skills for success
- Coordinate on-site and off-site employer partnership, guest speaker, and worksite visit presentations to cohort during training and at graduation
- Visit worksites weekly (upon participants starting their internships) to ensure the collection of weekly timesheets and weekly worksite assessments
- Ensure that all required internship paperwork is submitted in a timely fashion, is accurate, and has proper approval prior to program submittal deadlines in our funder payroll database
- Develop and expand construction-sector job pipelines that lead to work experience, apprenticeships, and unsubsidized employment opportunities for the broader workforce initiatives
- Establish and maintain partnerships with a minimum of 10 to 15 active construction employers, as well as establishing and maintaining 5 to 10 new partnerships annually, with a focus on employers who can hire candidates and offer living wage opportunities and promotion/career growth
- Coordinate on-site recruitment events for graduating cohorts on or before graduation
- Input client data in real time to help track and monitor the progress of clients enrolled in the program in the St. Nicks Alliance required ETO database
- Other duties as assigned by the directors and program manager

What we are looking for:

- A minimum of two years of experience working in a social service organization or employment-related program with a customer- facing role
- A minimum of 1 year of experience managing and inputting program data utilizing a database program
- Demonstrated success with outcomes and performance management
- Strong verbal and written communication skills
- Ability to work in the office five days a week (Monday through Friday) from 9:00 A.M. - 5:00 P.M
- Bachelor's degree preferred
- Prior experience developing opportunities in building trades and construction is highly preferred

What's in it for you:

- compensation range: \$55,000–65,000 *(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 with “Building Trades Job Developer” in the subject line. Please no phone calls.

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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