

## **YouthBuild Student Success Educational 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.

We are currently seeking a **full-time student success educational coordinator** for our 92 Throop Ave location in Brooklyn.

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

St. Nicks Alliance seeks a full-time student success education coordinator to support its YouthBuild Program in collaboration with the Department of Labor (DOL). Youthbuild is a global movement, which focuses on training, education, employment, and leadership development for opportunity youth between the ages of 16 and 24. The YouthBuild model, based on the following core values: Love, Accountability, Collaboration, Diversity, and Leadership, supports young people in developing skills they need to succeed in both the workplace and their communities. The Youthbuild Student Success Educational Coordinator will be responsible for all aspects of academic instruction and training, especially in coordination between all North Brooklyn YouthBuild components and the New York City Department of Education District 79, training vendors, and partners. The candidate will also be responsible for working closely with the Job Developer to develop a Workplace Success Skills curriculum and support post-secondary education placements. The student success educational coordinator will liaise with YouthBuild Case Manager/ Transformational Coach and DOE guidance staff to ensure provision of supportive services to GED students & trainees. The student success educational coordinator will support the needs of 37 young adults annually, while also supporting an additional 75 participants through the upcoming new contract to ensure compliance with DOL enrollment requirements.

Specific duties include, but are not limited to:

- Develop individualized education plans and monitor/inspire clients to reach academic goals and other milestones (personal and training & placement goals)
- Support the recruitment team (including Case Manager/ Transformational Coach) with determining participant eligibility for YouthBuild program through intake and individual & group assessment processes
- Track student attendance in all aspects of training and share with the Program Director weekly to ensure timely stipend distribution
- Support the YouthBuild team with student retention calls, emails, and texts in the event of absence/ lateness
- Maintain detailed case records in all internal and funder databases as well as in participant files
- Support young people to ensure achievement of all programmatic goals
- Work closely with YouthBuild and St. Nicks Alliance staff to review client progress, challenges, and outcomes
- Assist in leading work readiness workshops and developing curriculum to ensure the needs of the participants are being met
- Work closely with the YouthBuild Recruitment and Retention Specialist on the planning of cohort graduations, alumni events and all other special events
- The experience and ability to handle a caseload of 37 currently enrolled participants, as well as 75 additional participants expected to be enrolled for the rollout of the refunded contract
- Building strong relationships with youth, as developing strong relationships with each participant ensures program attendance and retention

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

- Experience in classroom instruction or group facilitation with a focus on technical training and/ or career readiness
- Excellent organizational and interpersonal skills with strong communication, writing, and computer skills
- Excellent computer skills, with the knowledge of Excel spreadsheets, Zoom, Google Classroom, and data platforms



# St.Nicks Alliance

*Where Opportunity Grows*

- The ability to work with culturally-diverse individuals, bringing a non-judgmental approach to counseling and casework while maintaining a clear sense of boundaries
- The ability to work in-person in the office five days a week, with availability to attend occasional professional development training or events on weekends
- Bachelor's degree preferred
- Three years of related field experience in a social service organization preferred
- Bilingual candidates in English and Spanish strongly preferred

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

- compensation range: \$55,000–60,000 *(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 a resume to [snaworkforcehr@stnicksalliance.org](mailto:snaworkforcehr@stnicksalliance.org) with “YouthBuild Student Success Educational Coordinator” in the subject line. Visit [www.stnicksalliance.org](http://www.stnicksalliance.org) to learn more about the organization. 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.*

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