

Career Training Placement Manager

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 career training placement manager** for our Workforce Development Center site at 92 Throop Avenue in Brooklyn.

What you'll do:

The career training placement manager will oversee the workforce development career placement portfolio across the green & building trades, healthcare, tech, and financial services sectors. This role has primary responsibility for ensuring career employment and retention goals are achieved for the entire Workforce Development sector training portfolio. This currently includes Green & Building Trades (Building Maintenance, Construction, Environmental Remediation, HVAC, Electrical, and Plumbing), Technology (Data Analytics, IT Help Desk Support), Healthcare (Hemodialysis Tech, CNA/PCT, and HHA), and Financial Services (Relationship Banker). The training portfolio may expand to include related sector training in clean energy, green trades, tech, and healthcare. This staff member will be responsible for supporting all funder deliverables focused on career placement, and career retention with sustainable wages.

The Career Training Placement Manager will report directly to the director of Workforce Operations and will also receive management support from the senior managing director of Workforce Development. This role will oversee seven internship/job developers. This role will also ensure that there are strong employer partners for each sector and training for a sector job bank with enough opportunities for each training cohort, with a goal of placing 85% of each graduating class within 1 month of graduation, achieving 100% internship placement to support intern funding immediately following completion of technical training, ensuring 60% one year career retention, and sustainable wages of \$40,000-\$50,000.

Specific duties include, but are not limited to:

- Oversee and achieve the annual career employment goal of 566 Placements to support 85% placement across the current Sector Training portfolio:
 - Green & Building Trades = 342
 - Healthcare = 102
 - Technology = 58
 - Financial Services = 54
- Achieve 100% internship placement with 198 career internships starting immediately following completion of technical training
- Support career retention target of 364, achieving one-year retention in the field or 60% of those placed
- Support the job development team in ensuring any unplaced graduates from 2025 and 2026 are placed in career roles
- Ensure that all trainees are earning sustainable wages with starting salaries of \$40,000-\$50,000
- Support the development of quality employer partnerships and placement opportunities in the green & building trades, tech, healthcare, and financial services sectors



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- Develop new employer partnerships to support the newly launched electrical and plumbing trainings, as well as any new trainings
- Drive career readiness efforts during the workplace success training to ensure trainee commitment to completing vocational training, earning industry certifications, and taking on a job placement in the field of training upon graduation
- Review workforce training dashboards to ensure accuracy for each cohort, training, and the entire training portfolio
- Ensure employer dashboards are updated for large developer partnerships
- Oversee and manage the seven sector-focused job developers
- Lead placement & retention meetings with the job developers to ensure funder compliance
- Work with the job developers to ensure that there are enough job opportunities/job orders for each cohort, with a minimum of three recruitment/hiring events at St. Nicks Alliance or with St. Nicks Alliance employer partners scheduled prior to graduation to support job placement within a month of graduation
- Support the job developer team to ensure 85% of each cohort is placed in career opportunities within one month of graduation
- Ensure that the job developers have strong employer-focused marketing materials to support internship and job placement partnerships, alumni engagement, and career mentorships
- Ensure that every cohort is connected to a minimum of three employer partners during workplace success job readiness, including guest speakers and site visits
- Develop sector-focused St. Nicks Alliance career fairs with hiring employer partners
- Support all career retention milestones (including 30-day, 180-day, and 365-day) and career progression support beyond 365 days through monthly alumni engagement. Ensure a 60% one year career retention
- Support monthly and quarterly Alumni events to ensure career placement, career retention, and career progression opportunities
- Work with the data manager to track wage growth, promotions, and career mobility for each sector and training track
- Represent the workforce development team to negotiate a pay-per-trainee model in St. Nicks Alliance developer partnership agreements
- Other duties/tasks as assigned

What we are looking for:

- A bachelor's degree with 3-5 years of job-related experience, preferably in workforce or similar services. A master's degree is a plus
- Excellent organizational and interpersonal skills are required; must have strong communication, writing, data entry, and computer skills
- Experience working with low-income job seekers
- Proven ability to work as part of a team
- The ability to multi-task, prioritize, and meet deadlines
- The ability to work some evenings and weekends that are relevant to potential employment leads
- Experience in career/vocational training programs, management, job development, internship, and business development is a plus

What's in it for you:

- compensation range: \$90,000-\$100,000 *(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:



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To apply, applicants should email a resume and a cover letter indicating the position desired and salary to St. Nicks Alliance Human Resources at snaworkforceHR@stnicksalliance.org. Only candidates selected for an interview will be contacted. A criminal background check is required.

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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