

Skills Training Program 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 skills training program coordinator** for our 92 Throop Avenue Workforce Development Center location in Brooklyn.

What you'll do:

St. Nicks Alliance seeks multiple candidates to serve as program coordinators. The skills training program coordinators will support the Skilled Build programming through the successful coordination of training site providers, participants, and St. Nicks Alliance staff. The skills training program coordinators will provide assistance to over 400 students yearly, and they will focus on Building Trades in the following sectors: construction, environmental remediation, building maintenance, HVAC, electrical and plumbing. Training participation will include a young adult focus and an adult focus, and will ensure successful completion and certification of students in accordance with funding guidelines.

Specific duties include, but are not limited to:

- Program coordination between students, training providers, and St. Nicks Alliance staff
- Facilitation of job readiness based on employer feedback
- Ensure the successful completion of all enrolled participants, including proper certifications
- Outreach and screening of potential participants to ensure individuals enrolled in training will be successful
- Proper documentation and observation of all funding and program requirements and expectations
- Collaborate with employers to prepare students for employment
- 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 and funder databases
- Other duties as assigned by the Manager, Director of Operations, and Senior Managing Director

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 one year of experience managing and inputting program data utilizing a database program
- Demonstrated success with outcomes and performance management
- Ability to work 35 hours per week in-person Monday through Friday, from 9 a.m.-5 p.m.
- Strong verbal and written communication skills
- Highly organized
- Prior experience developing opportunities in green trades and construction is highly preferred.
- A bachelor's degree preferred



St.Nicks Alliance

Where Opportunity Grows

What's in it for you:

- compensation range: \$50,000–60,000 *(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 resume to snaworkforcehr@stnicksalliance.org with “St Nicks Alliance Skills Training Program Coordinator” in the subject line.

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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