

Train & Earn Job Developer/Internship Coordinator (Industrial & Infrastructure)

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 job developer/internship coordinator** for our 92 Throop Avenue Workforce Development Center location in Brooklyn.

What you'll do:

St. Nicks Alliance seeks a full-time job developer/internship coordinator specializing in the industrial and infrastructure sector with a focus on the construction, HVAC, and building maintenance industries for its Train & Earn Young Adult program in collaboration with the Department of Youth and Community Development (DYCD). A full-time job developer/internship coordinator will connect and place all 60 participants in high-quality 150-hour paid work experience positions. The job developer/internship coordinator is primarily responsible for developing and building internship and job placement partnerships with potential employers for the graduates of our skills training programs. In addition, they must understand the local labor market trends and issues, understand basic business practices, and carry out assignments and projects without detailed instruction. They will work with the Skills Training providers to ensure that the training remains viable for participants and their potential employers. They will support project staff efforts in recruitment, orientation, job readiness, education, and skills training. The job developer/internship coordinator will monitor the progress of participants through skills training, placement, and retention, as well as work with project staff to identify and address problems/barriers to successful outcomes for our participants.

The job developer/internship coordinator is an invested and transformational individual who can inspire, motivate, and guide young people towards positive employment outcomes, as well as develop internships and permanent placement opportunities for our youth. The job developer/internship coordinator must ensure that case notes are entered in the PTS funder system and St. Nicks Alliance's ETO internal database, which is used to help track and monitor the progress of clients enrolled in the programs. **This is a full-time in-person office position: Monday-Friday from 9am-5pm.**

A key innovation in St. Nicks Alliance Career Development Center/Young Adults Training Network will be the provision of intensive one-on-one support for the young adults who face multiple challenges and barriers to sustain employment over time. For participants, the initial assessment will create a career plan which will include: 1) basic education, 2) workplace readiness skills, and 3) technical skills training. The job developer/internship coordinator will guide participants through the stages of the program to enable them to maintain positive behaviors and meet plan deliverables/goals. They will support and give direction that helps the clients overcome obstacles and develop skills to do so independently in the future. Their success will be measured by enrollment, completion of the career plan, skills training, and certifications. However, our key metric will be the number of participants who are sustained in employment over time.

Specific duties include, but are not limited to:

- Develop and maintain relationships with diverse businesses in order to develop timely internship and job opportunities for participants that utilize certifications received in skills training programs in construction, HVAC, and building maintenance
- Develop internship and placement opportunities for all 60 trainees that lead to career pathway growth and appeal to young adults in the industrial and infrastructure area that they were trained in including construction, HVAC, and building maintenance



St.Nicks Alliance

Where Opportunity Grows

- Responsible for meeting funder goals of internship and job placements annually in sector-focused career pathway opportunities for all 60 enrollees
- Provide post-graduation month career retention and job placement support for up to 12 months
- Support outreach/recruitment efforts
- Conduct one-on-one interviews, assessing participants education and work history, need for support services, career preferences and barriers to employment
- Provide career coaching to students while enrolled in all phases of the program: training, job search, and post placement. Coaching should focus on strategies to help students improve their income and advance in their careers
- Visit external volunteer/internship sites and other training sites at least twice a month
- Managing and inspiring an annual caseload of up to 60 young adults aged 16-24 who are out of school and out of work (with a primary focus on Brooklyn/North Brooklyn).
- Secure documentation verifying employment, i.e. pay stubs as required
- Develop individualized career plans and monitor/inspire clients to reach goals and milestones (education and employment goals)
- Maintain detailed case records in PTS and in participant files as per funder (DYCD) program standards
- Work closely with DYCD 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
- Collaborate and support St. Nicks Alliance Young Adult and Skills Training programming as requested by the Train & Earn program manager, and the director of workforce development
- 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 director of workforce development

What we are looking for:

- Bachelor's degree preferred, with three years' experience in social service organization or employment-related program and two years' experience involved in with working with youth
- Must be available to work in person 5 days a week 9am -5pm.
- Experience working with employers and partners in the technology, healthcare, and green construction sectors is a plus
- Bilingual (English/Spanish) is a plus

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 the job title 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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