St.Nicks Alliance

Where Opportunity Grows

Tech Internship & Employment 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 a **full-time tech internship & employment developer** for our 92 Throop Avenue Workforce Development Center location in Brooklyn.

What you'll do:

This vital position at St. Nicks Alliance supports our Data Literacy for All initiative. The tech internship & employment developer will work closely with the Tech Literacy program manager to ensure that the program selects the best-fit candidates from the local community who have an interest in developing a career pathway in Technology. The training will provide the following credentials: Microsoft Excel Certification, SQL, Tableau, Post Gre and Python. Graduates of this training will be able to work across sectors, provide data analytics, and tell the story of the data.

Specific duties include, but are not limited to:

- Develop paid internships and match participants to start at the completion of technical training, and match enrolled participants with employment opportunities within two months post-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
- Develop strong relationships and partnerships with Tech employers across all sectors, as well as other major employer partners who hire tech workers and interns and can serve as motivational guest speakers
- Ensure that 85% of those enrolled in the training are matched to diverse tech career path opportunities within two months of completion
- Supporting the full internship process, ensuring host employer and intern paperwork is in compliance with St. Nicks Alliance Human Resources
- Support career retention during paid internships upon completion of technical training, and take the lead on career case management and retention for all graduates of Tech Training
- Collaborate with marketing & communication to streamline and develop internship host & employer marketing materials
- Participate in case conferences and ensure full enrollment of 75-110 Tech Literacy participants across 5-7 cohorts over the course of a year
- Develop and lead career and job readiness components of the workplace success training
- Provide tech pathway career coaching to trainees 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 on a career path track
- Assist in tech participant recruitment (i.e., attending community events in-person or virtually), building tech industry relationships, and sharing promotional materials with schools, shelters, case workers, justice-involved programs, and any other community partners; facilitating information sessions for specific agencies/partners, being available to table and/or speak to the services we offer at community events, etc.
- Visit/monitor students at external training sites when training is in session and visit all trainees at their internship sites

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- Assist in securing documentation for verifying employment and internship (i.e. paystubs) and ensure that case notes around these interactions are entered in real-time
- Maintain timely record keeping and quality assurance for compliance with the requirements of various funding sources
- Be available to work in the office five days a week Monday through Friday, from 9am-5pm
- Other duties as assigned by the Tech Literacy program manager, director of Operations and the senior managing director

What we are looking for:

- Bachelor's degree in education or technology, with 2+ years of experience in program coordination, recruitment, internship/job development and account in the Tech sector preferred
- Strong written and oral communication, organizational, and project management skills
- Strong sense of and respect for confidentiality involving clients and fellow employees
- Knowledge of community resources and working with high-risk populations
- Ability to build strong relationships with participants with limited technological skills
- Ability to work with culturally diverse individuals
- Ability to collaborate with other members of the Workforce Development team and with all staff at St. Nicks Alliance
- Ability to work independently with a strong sense of focus
- Ability to be non-judgmental and hold a clear sense of boundaries
- Ability to come into the office/training sites five days a week (M-F) to support Tech Literacy training programming

What's in it for you:

- compensation range: $60,000–$70,000 *(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 with the title in the subject line. Visit 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.

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