St.Nicks Alliance

Where Opportunity Grows

Tech Literacy Recruitment and Retention Specialist

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 literacy recruitment and retention specialist** for our 92 Throop Avenue workforce development center location in Brooklyn.

What you'll do:

The tech recruitment and retention specialist candidate will work to support the tech literacy program and our growing technology training, including recruiting, screening, developing tech literacy data analytics & IT Help Desk support internships, and job placements for our credentialed training in technology. The tech recruiter will ensure that the program selects the best-fit candidates from the local community interested in developing a career pathway in technology. Graduates of the tech training (Data Analytics and IT Support) will be able to work across sectors.

Specific duties include, but are not limited to:

- Recruit, screen, and enroll tech literacy participants to support up to 5-7 cohorts of training annually
- Support career retention for all graduates of tech training
- Enroll 75-100 tech literacy participants across 5-7 cohorts over the course of a year
- Develop a diversity of tech job opportunities and recruitment events prior to graduation
- Facilitate workplace success job readiness training, cultivate guest speakers, and expose participants to career paths
- Participate in case conferences with the Workforce team to review tech participant applications and select appropriate candidates for interviews and program services
- Work with community anchors to develop a robust list of potential referrals for participants who are experiencing hardships or situations that they are unable to navigate on their own
- 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
- Maintain timely record-keeping and quality assurance for compliance with the requirements of various funding sources
- Perform other tasks in support of St. Nicks Alliance as assigned by the director of operations and the tech literacy program manager

What we are looking for:

- Bachelor's Degree, with two years of related field experience in a social service organization preferred
- Experience in recruitment and outreach with a proven track record
- Knowledge of community resources and working with high-risk populations
- The ability to work with culturally diverse individuals and to build strong relationships with participants with limited technological skills
- Comfort in using databases and entering case notes

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What's in it for you:

- compensation range: $27.47 - $30.21 per hour *(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 "Tech Recruitment and Retention Specialist" 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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