St.Nicks Alliance
Where Opportunity Grows

YouthBuild Internship and 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 internship and employment developer** for our 92 Throop Ave location in Brooklyn.

What you'll do:

St. Nicks Alliance seeks a full-time internship and employment developer to support its newly awarded YouthBuild program in collaboration with the Department of Labor (DOL). The YouthBuild internship and employment developer will be responsible for developing and building capacity/partnerships with potential internship providers and employers in the construction and healthcare fields. The goal of this role is to build internship, externship, apprenticeship, and employment opportunities and successfully match graduates of YouthBuild's Construction and Construction Plus (Healthcare) cohorts with employers in the construction, healthcare, and other related fields. The candidate will also be responsible for developing job readiness skills and a career plan for all participants. This candidate must have a strong understanding of local labor market trends and issues, understand basic business practices, and carry out assignments and projects without detailed instruction.

The internship and employment developer will support and place 37 young adults annually, while also supporting an additional 75 participants through an upcoming new contract to ensure they are connected to internships, employment, and career pathways. The internship and employment developer will support and place 45 YouthBuild young adults in construction, as well as support 150 construction opportunities for all workforce development construction graduates.

The candidate will also be responsible for ensuring partner sites can support YouthBuild's 37 annual participants in developing industry-specific skills. This role has an additional layer of screening to potential internship participants to ensure that they have the needed support to begin interning, and that they are aware of the job responsibilities / requirements before getting matched to a site.

In addition to ensuring that YouthBuild participants are placed into industry-recognized internship and employment opportunities, the Internship and Employment Developer will be responsible for establishing, cultivating, and maintaining strong employer relationships within the construction sector that support both YouthBuild participants and the broader job training initiatives of the organization. This includes engaging union and non-union employers, apprenticeship programs, contractors, and industry partners to expand job placement pipelines, work experience opportunities, and long-term career pathways for all workforce participants.

Specific duties include, but are not limited to:

- Managing and establishing strong relationships with construction and healthcare industry associations/employers to develop sector-related job opportunities for participants of the YouthBuild Program
- Stay engaged with both employer and job seeker to ensure successful 85% or higher-placement and strive toward 100% retention of all placed within their sector of training
- Serve as primary liaison and develop strong relationships with the Construction Work Experience General Contractor partner/ Construction Plus Healthcare provider, and provide support on the worksite
- Support St. Nicks Alliance Affordable Housing Partner Contract to ensure at least thirty construction and fifteen healthcare trainees are annually placed in work experience development projects/ funder-paid healthcare clinical

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internships
- Help facilitate job readiness workshops, including resume development, mock interviews, career path development, and promote skills for success
- Coordinate on-site and off-site employer partnership, guest speaker, and worksite visit presentations for the cohort during training and at graduation
- Visit worksites weekly (upon participants starting their internships) to ensure the collection of weekly timesheets and weekly worksite assessments
- Ensure that all required internship paperwork is submitted in a timely fashion, is accurate, and has proper approval prior to program submittal deadlines in our funder payroll database
- Strive to place 37 participants within 3 months of graduation, and ensure 32 will have placement 9-12 months post-graduation annually
- Develop and expand construction sector job pipelines that lead to work experience, apprenticeships, and unsubsidized employment opportunities for the broader workforce initiatives.
- Establish and maintain partnerships with a minimum of 10 to 15 active construction employers, as well as establishing and maintaining 5 to 10 new partnerships annually with a focus on employers who can hire candidates and offer living wage opportunities and promotion/career growth
- 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 YouthBuild Program Director, Director of Operations, and Senior Managing Director

What we are looking for:

- A bachelor's degree is required
- A minimum of three years of experience in recruitment, employer engagement, and internship/job development (construction and healthcare sectors preferred)
- Two years of experience in youth development with a focus on 16- to 24-year-olds disconnected from education/career preparation
- Ability to build strong relationships with participants with limited skills in the sector of their choice
- Strong sense of and respect for confidentiality involving clients and fellow employees
- Passion for working with young people of diverse cultural, socioeconomic, and educational backgrounds to reorient their lives, develop leadership skills, and make a difference in their community
- Ability to multi-task to support organization, employer, and client goals
- Ability to collaborate with other members of the Workforce Development team
- Strong written and verbal communication, organizational, and project management skills
- Ability to work in the office five days a week (Monday through Friday) from 9:00 A.M. - 5:00 P.M. to support the YouthBuild Program education and training in-Person

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 resume to **snaworkforcehr@stnicksalliance.org** with "YouthBuild Internship and Employment Developer" 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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