



Brooklyn Workforce Innovations
Red Hook on the Road Training Coordinator
Position Announcement

Employee Type: Full-Time, 35 hours per week
Program: Red Hook on the Road

Title: Training Coordinator
Status: Non-Exempt

Brooklyn Workforce Innovations (BWI) is a nonprofit workforce development organization. BWI helps jobless and working poor New Yorkers establish careers in sectors that offer good wages and opportunities for advancement (www.bwiny.org). BWI changes the lives of hundreds of jobless New Yorkers each year by offering them the skills and support they need to launch lasting careers. BWI's skills training programs are nationally renowned for being among the most effective poverty-fighting solutions for adults and young adults with barriers to employment. We provide free training and job readiness, followed by at least two years of job placement and career-advancement support. BWI helps individuals begin careers in commercial driving, voice and data cable installation, TV and film production and post production, and skilled woodworking, among other local sectors. BWI seeks a dynamic, experienced professional to oversee recruitment, manage program enrollment, as well job placement and retention for the Commercial Driver's License Training Program, Red Hook on the Road.

Specific Responsibilities

- Manages program marketing, recruitment, and outreach efforts for Red Hook on the Road, a four-week sector-based skills training program, serving 180+ participants annually
- Assists Program Director with training-candidate selection process including answering phone inquiries, conducting weekly orientations, scheduling drug-testing, and conducting selection interviews
- Assists participants with enrollment forms, collect and compiles forms, and builds participant files
- Maintains participant files and ensure they are accurate and contract compliant
- Supports Program Coordinator with contract designation for each participant
- Maintains both virtual and physical attendance sheets and compiles cohort instructional hours for submission
- Maintains data in BWI's customized database to track participant and program outcomes, producing reports as needed
- Tracks placement and job retention and ensures collection of contract qualifying forms of verification
- Maintains communication with government agencies, partners, and driving school vendors

Qualifications:

- Exemplify a strong attention to detail and superior organizational skills
- Goal-driven and results-oriented with a friendly and professional demeanor
- Outstanding (oral and written) communication, critical thinking, and problem-solving skills
- Digitally literate and experience using Microsoft Office Suite and familiarity with Salesforce
- Experience working with contract management in a non-profit setting preferred
- Ability to engage and motivate diverse constituencies
- Demonstrate an ability to work well independently and as a member of a team, and with a wide variety of stakeholders, including government agencies
- Strong commitment to the missions of BWI and partner organizations.

Compensation:

\$53K, commensurate with experience. BWI offers a comprehensive benefits package including health and dental insurance (following a three-month period), employer retirement plan, life insurance, employee retirement savings plan, flexible spending and generous paid leave for vacation, holidays, personal days, and illness.

BWI maintains a fun and inclusive office culture, welcomes casual attire, and offers flexibility in work schedules. Eligible for up to two days of remote work per week, with supervisor approval. Workplace Health/Safety policy states that all new hires are required to be vaccinated against the COVID-19 virus unless they have been granted a reasonable accommodation for medical or religious reasons.

How to Apply:

No phone calls, please. Email cover letter, resume, and salary requirement to Julio Perez, Program Director of Red Hook on the Road at jperez@bwiny.org. Please include "RHOR Training Coordinator" in the email title. Applications will be accepted until 12/3/21.

BWI is an equal opportunity employer. People of color, community residents and women are strongly encouraged to apply.