



## Program Coordinator

### Made in NY Post Production Training Program

**Title:** Program Coordinator

**Status:** Non-Exempt

**Program:** “Made in NY” Post Production Training Program

**Employee Type:** Full-Time, 35 hrs/week

Brooklyn Workforce Innovations (BWI, [www.bwiny.org](http://www.bwiny.org)) is one of New York City’s most prominent and impactful workforce development non-profit organizations. BWI is Brooklyn-based but works to change the lives of more than 900 low-income jobless New Yorkers from throughout the five boroughs each year by offering them the skills training, and support they need to launch lasting careers. We seek to develop programs that counter prevailing market inequalities, especially those based on race and gender, and contribute to a broader movement for economic justice. BWI was launched in 2000 and today helps New Yorkers start careers in several thriving industries: commercial driving; telecommunications cable installation; TV and film production and post production; and skilled woodworking, assembly, and fabrication. To complement sector-based skills trainings, BWI also develops customized training opportunities in partnership with local employers and other community-based organizations.

BWI seeks a dynamic, experienced industry professional to support all activities of the “Made in NY” Post Production Training Program. The program brings together the resources of the New York City Workforce Development Corporation, the Mayor’s Office of Media and Entertainment, and BWI to collaborate on implementing sector-based job training leading to careers in NYC’s film and television post production industry.

#### **Responsibilities:**

- Maintain program email and social media accounts to promote recruitment and foster community engagement
- Conduct information sessions during recruitment cycles to educate prospective applicants about program eligibility
- Assist Program Director with interview and selection of program participants during recruitment cycles
- Offer additional learning and coaching support to participants during and outside of training
- Facilitate remote training by managing Zoom classroom; organize and upload class documents to Google Classroom
- Collect and organize trainee data before, during, and after training
- Input data to BWI’s Salesforce trainee database; generate reports and other contract deliverables for government partners
- Work closely with Program Director to improve job readiness curriculum to better support job seekers and alumni

## Qualifications

- 2 or more years of experience in virtual and in-person facilitation roles in education, career development, corporate L&D, or professional settings
- Demonstrated proficiency with virtual facilitation, using unique features of classroom technology to sustain learner engagement
- Knowledge of the NYC film industry, especially with regard to post production
- Excellent verbal and written communication skills

**Compensation & Benefits:** \$ 55,000 – 62,500. BWI offers an excellent benefits package, including health and dental insurance after 60 days of employment, life insurance, employee retirement savings plan, flexible spending account, and generous vacation, holidays, personal days, and sick leave. Employer retirement plan after three years of service.

BWI maintains an inclusive and fun office culture, welcomes casual attire, and offers reasonable 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 fully vaccinated against the COVID-19 virus.**

**To Apply:** Email a cover letter, resume, and salary expectations to Henry Leeker, Made in NY Post Production Training Program Director, at [hleeker@bwiny.org](mailto:hleeker@bwiny.org) by Friday, **12/23/22**. Only applications with a cover letter, resume, and salary expectations will be considered. No phone calls, please.